



## Advanced Life Support Provider Course Regulations

### 1. General

- 1.1 All course directors, instructors and instructor candidates must abide by the Resuscitation Council (UK) Code of Conduct.
- 1.2 Any profit made from Advanced Life Support (ALS) provider courses should be used only for purposes directly related to resuscitation.
- 1.3 A registration fee for each candidate is payable to the Resuscitation Council (UK), in addition to the cost of the manual. No refunds or credits are available on unused registrations.
- 1.4 The ALS provider course should be run over 2 consecutive days, e-learning plus one day face-to-face, or in a modular format.
- 1.5 The Resuscitation Council (UK) discourages the payment of honoraria and advises, in the interests of probity, that any such payment should be made through the trust's finance department. For further guidance please see the "Payment of Honoraria to Resuscitation Council (UK) Instructors" statement.

### 2. ALS Course Centres

- 2.1 Only an approved course centre may run the ALS course.
- 2.2 Applications to become a course centre should be made in writing to the Resuscitation Council (UK) using the ALS Course Centre application form and will be reviewed by the ALS subcommittee.
- 2.3 A course centre is regarded as the administrative centre from which the ALS course is organised, rather than the geographical location where a course is delivered or the person organising it. For example, a Trust that has 3 hospital sites but organises courses centrally from 1 site need only register as 1 centre.
- 2.4 A course centre may only organise courses within its own NHS region.
- 2.5 Where a course centre delivers a course at a new location, the course centre is responsible for ensuring that the facilities at the new venue are adequate.
- 2.6 The first course run by any course centre **must** be assessed by a regional representative who must be present for the entire course. The date of the centre's first course must be set in liaison with the regional representative. A full faculty list and programme must be sent to the Resuscitation Council (UK) for this first course.
- 2.7 A course centre must be assessed by a regional representative every **4 years**. For further guidance please see the "Role of the Regional Representative" document. If a course centre fails to organise an assessment by the end of their 4-year term, a new course centre application must be submitted to the ALS subcommittee. The Resuscitation Council (UK) will pay all reasonable expenses for ALS regional representatives. The regional representative should claim these from the Resuscitation Council (UK) rather than the course centre.  
  
A regional representative may assess a traditional 2-day, e-learning 1-day face-to-face or modular course.

## 2. ALS Course Centres (continued)

- 2.8** If a course centre does not run a course for more than **2 years**, its approval will lapse and a new application must be made to the ALS subcommittee.
- 2.9** Where concerns about individual course centres have come to light, the centre may be re-assessed and reviewed at any time at the discretion of the ALS subcommittee. The ALS subcommittee reserves the right to revoke course centre validation.
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## 3. Pre-course Organisation

- 3.1** The maximum number of candidates per course is 30. There is no minimum number.
- 3.2** Each ALS provider course must be registered by the Resuscitation Council (UK). All course centres must notify the Resuscitation Council ALS coordinators of the ALS course date at least **6 weeks** in advance using the '**Course Notification**' form.
- The manual and registration order form should be submitted at the same time.
- 3.3** The course director must sign the course notification form thereby confirming and accepting responsibility that the course will run in accordance with the criteria set down in these regulations. The course director must ensure all instructors are registered with the Resuscitation Council (UK).
- 3.4** On receipt of the course notification form the course will be registered and a registration code will be issued. The manuals will be despatched once the course has been registered.
- 3.5** If the course criteria are not met, future courses may not be registered (see regulation 13 post course).
- 3.6** Course materials, to include airway management and initial assessment in resuscitation skills assessment forms together with the guidance notes, pre-course MCQ and the manual, must be forwarded to the candidates **at least 4 weeks** before the course start date with advice concerning pre-course preparation and completion of the pre-course MCQ paper.
- Candidates must be informed that the course itself is a revision exercise and they are expected to be competent in CPR prior to attending the course.
- 3.7** Evaluation forms must be issued to candidates at the start of the course and be collected at the end. The originals should be forwarded to the Resuscitation Council (UK) with the course director's report. The course centre should keep copies.
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## 4. Candidate Eligibility and Certification

- 4.1** The ALS provider course is designed for healthcare professionals who would be expected to apply the skills taught as part of their clinical duties, or to teach them on a regular basis. Appropriate participants include doctors, and nurses working in critical care areas (e.g. ED, CCU, ICU, HDU, operating theatres, acute medical admissions units) or on the resuscitation / medical emergency teams, and paramedics.

All applicants must hold a current clinical appointment and professional healthcare qualification or be in training for a professional healthcare qualification.

Doctors undertaking clinical attachments who wish to apply for hospital posts where they might be expected to lead a resuscitation team are suitable candidates for the ALS course. Please refer to the “Position Statement on Clinical Attachments as ALS candidates”.

Medical students should be encouraged to complete an ILS course. Medical students in their final year of training can be accepted as candidates on an ALS course if this is an established local arrangement.

- 4.2** Candidates cannot successfully complete the course unless they are present throughout. If, for a legitimate reason, a candidate misses an element of the course, then provided they successfully pass all the assessment components they may be permitted to complete the missed element on another course within **3 months**.

Alternatively, and at the course director’s discretion, the missed element may be reasonably covered on the existing course but this must not detract from the teaching provided to the other candidates.

- 4.3** Candidates who have successfully completed all the assessments and attended the entire course will receive the Resuscitation Council (UK) ALS provider certificate. It is valid for **4 years**.

- 4.4** Candidates with disabilities are eligible to undertake the Resuscitation Council (UK) ALS course. Please refer to the “Position Statement on Disabled Candidates attending Resuscitation Council (UK) Courses” for further guidance.

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## 5. Medical / Course Director and Faculty Requirements

- 5.1** Each course must be led by a course director who has been approved by the Resuscitation Council (UK) to direct ALS courses. The course director does not need to be medically qualified. They are responsible for ensuring the smooth running of the course. The course director must ensure that records are kept during the course and is responsible for providing the course director’s report at the end of the course.

The course director is responsible for ensuring that the course fully complies with the ALS course regulations. Where the regulations are not met, the Resuscitation Council (UK) may retrospectively withdraw course approval.

Each course must have a medical director (who may also act as the course director) who has been approved by the Resuscitation Council (UK). The medical director must be medically qualified and credible to fulfil the position of medical lead on an ALS course. Doctors must be 4 years post qualification, or above, to be eligible to fulfil the role of medical director.

The medical director (if not the course director) will work alongside the course director to ensure that the course is run in accordance with the regulations. The medical director has certain additional responsibilities as outlined in the “Guidance for managing a candidate whose performance raises serious concerns for patient safety” during Resuscitation Council (UK) courses.

## 5. Medical / Course Director and Faculty Requirements (continued)

**The course director and medical director must be present throughout the course in addition to 1 other medical Instructor.**

Applications to become an approved course director or medical director should be made on the ALS provider course director application form. In order to be eligible, instructors must have taught on **4** courses as a full instructor, **3** of which should be ALS courses approved by the Resuscitation Council (UK), the remainder can be EPLS / NLS / GIC/ ATLS / APLS / ATNC / courses. The 4 courses must have been in the last **3 years**, and 2 of these courses must have been in the last year. References are required from a current Resuscitation Council (UK) approved ALS course director.

**5.2** Each course must have a multidisciplinary faculty.

A minimum of **2** of the faculty must be medically qualified, one of whom must be the medical director. Both must be present for the entire course. The second medical member must be a full ALS Instructor.

The Resuscitation Council (UK) strongly encourages all centres to reflect the constituency make up of the candidate group within the faculty (e.g. 50% of a single profession within the candidate group supported by strong faculty representation from the same professional group). The benefits of multidisciplinary learning are maximised when this is achieved.

**5.3** The number of instructor candidates on the faculty should not exceed one third of the total number of ALS instructors, to a maximum of **4**. There is no limit on the number of recertifying instructors.

**5.4** At least 50% of the faculty should be present throughout the course.

**5.5** There should be at least **1 faculty member to every 3 candidates** for each day of the course. For example a course running with 24 candidates requires a minimum of 8 faculty members.

**5.6** European Resuscitation Council ALS instructors are eligible to instruct on ALS courses. They must successfully complete 2 courses as an instructor candidate.

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## 6. Programme

**6.1** The course can be delivered in 3 formats, traditional 2-day, e-learning plus 1-day face-to-face, or modular. For e-ALS please see the e-ALS supplementary regulations and programme. For the modular course, please see the modular regulations and programme.

For the traditional 2-day course, there are 2 standard programmes. One is based on 24 candidates split into 4 groups of 6. The other is based on 30 candidates split into 5 groups of 6.

The maximum number of candidates per group is 6 and the maximum number per course is 30.

The number of groups for each station is given as a minimum. Centres may increase the number of groups if they have sufficient faculty, space and equipment.

## 6. Programme (continued)

- 6.2** The standard programme(s) must be adhered to and the running order must not be changed. The exceptions to this are the 'Decisions Relating to Resuscitation' session on day 1 and peri-arrest/special circumstances workshops on day 2. The logical place for the 'Decisions Relating to Resuscitation' session is at the end of day 1, however this can be changed if the availability of suitable faculty to lead it dictates otherwise. The peri-arrest workshops must still be delivered before special circumstances, but the order of the individual workshops in both sessions can be delivered in any order.
- Timing for the faculty meeting and registration at the beginning of the course should be decided locally.
- 6.3** The CASTeach sessions must be run sequentially so that all groups work through the simulations in the order designated in the standard programme.
- 6.4** The skill stations, workshops and CASTeach stations must be led by an ALS instructor or an ALS instructor candidate under the direction of a full instructor.
- 6.5** The course materials are provided by the Resuscitation Council (UK) on CD. Course centres should produce the materials in the most appropriate format.
- Limited additional teaching material may be provided by course centres on the understanding that it is appropriate and clinically relevant.
- 6.6** The course centre must supply, as a minimum, the equipment detailed in the equipment list. If facilities allow, centres are encouraged to supply additional sets of equipment, (e.g. airway, initial assessment and resuscitation stations) to increase candidates' exposure to the skills.

## 7. Assessment

- 7.1** **There are 4 assessment components on the ALS provider course:**
1. Airway management
  2. Initial assessment and resuscitation
  3. CASTest
  4. MCQ
- 7.2** **Airway management and initial assessment and resuscitation:** These skills are assessed by continuous assessment during the respective skill stations. At least **1** Resuscitation Council (UK) ALS instructor, and **1** other member of faculty, who is either a full instructor or an instructor candidate, must supervise these skill stations.
- If a candidate fails to demonstrate competency in either of these skill stations, opportunities for additional practice and assessment should be provided during the course.
- If a candidate has failed to achieve the competencies in either station by the time of the CASTest, the candidate will fail the course and cannot re-sit these individual assessment components. In this situation, it is not necessary for the candidate to undergo the CASTest.
- 7.3** **CASTest:** Candidates must be tested using the standardised testing simulations provided. **ALL candidates on a course must be tested using the same simulation as decided by the course director.** Re-tests must use a different simulation, for example, all candidates are tested using CASTest 2, all re-tests use CASTest 3.

## 7. Assessment (continued)

- 7.4** At least **1** Resuscitation Council (UK) ALS instructor, and **1** other member of faculty, who is either a full instructor or an instructor candidate, must supervise this assessment station. At least 1 additional helper, who may be another instructor/IP/IC or trained assistant, is required. Only a qualified ALS instructor or instructor candidate (under supervision) may lead the simulation and assess the candidate.
- 7.5** **CASTest Re-test:** Each candidate is entitled to a re-test. A different instructor pair should assess the re-test.
- These are conducted using a **different** CASTest selected in advance by the course director. If a candidate fails the re-test then they may be permitted to continue with the MCQ (if not already done). If a candidate fails only the CASTest they may be offered the opportunity of taking a third and final test within **3 months**. Rarely, the faculty may recommend that a candidate would benefit from taking the entire course again rather than a third attempt at the CASTest. The third CASTest may or may not be on a future course and the location of this should be determined locally.
- 7.6** **MCQ:** MCQ papers must not be loaned or copied.
- 7.7** The pre-course MCQ paper mark does not contribute to the final result and candidates should be advised to answer the paper after reading the manual.
- 7.8** A total of **60 minutes** is allowed for the MCQ paper and the pass mark is **75%**.
- Answers must be confined to the answer sheet provided and all question papers must be handed in.
- 7.9** Course centres must mark the MCQ paper answer sheets.
- Candidates must use a black or blue pen or an HB pencil when filling in the answer sheet. The Resuscitation Council (UK) optical mark reader will not detect other colours of ink.
- When the course centres mark the MCQ paper answer sheet a **yellow highlighter pen must be used** as this colour will not adversely affect the optical mark reader used by the Resuscitation Council (UK).
- 7.10** **MCQ re-tests:** If a candidate fails only the MCQ they are entitled to re-sit a different paper under invigilated conditions within a period of **3 months**. If the candidate fails to achieve the pass mark on this occasion they have failed the course.
- 7.11** Course directors' attention is drawn to the "Disabled candidates attending Resuscitation Council (UK) courses" statement for details on managing assessments for candidates with disabilities.
- 7.12** Course directors' attention is drawn to the "Guidance for managing a candidate whose performance raises serious concerns for patient safety". This provides guidance on how to assist course medical directors and faculty where there are very real concerns about a candidate's clinical safety, to the extent that they may be a significant danger to patients.

## 8. Instructor Potential (IP)

- 8.1** Candidates who show exceptional ability, aptitude and credibility may be considered for Instructor training.
- 8.2** Candidates are eligible for consideration for instructor training only after being nominated and seconded by instructors at the final faculty meeting. The whole faculty should then discuss each nominated candidate's performance using the IP appraisal form and guidance.

## 8. Instructor Potential (IP) (continued)

- 8.3** Recommendations for IP should ideally be unanimous, but if 1 faculty member is opposed, the course director may make the final decision.
- 8.4** Those recommended as having IP should be informed immediately after the course and issued with the instructor course opt-in form and accompanying letter. All recommendations for IP must be marked clearly on the result sheet and individually named in the course director's report.
- 8.5** Only in exceptional circumstances are more than **3** recommendations for IP expected from a course. The course director must justify in the written report a decision to recommend more than this number.
- 8.6** Those recommended as having IP and who have successfully completed an approved generic instructor course (or ATLS / ATNC) may proceed directly to instructor candidate status. Please note that such candidates must still complete and submit the Instructor Course Opt-In form.
- Where the candidate has completed a generic instructor course but has not gone on to become an instructor for that course, e.g. APLS, their generic instructor course must have been completed within **2 years** of the last day of their ALS provider course.
- The ACLS Instructor certificate is not valid for entry at instructor candidate level.
- 8.7** It is strongly recommended that IPs gain experience by observing 1 ALS provider course before undertaking the generic instructor course.
- 8.8** IPs are eligible to undertake the generic instructor course as long as they have a valid provider certificate, i.e. within **4 years** of the date of the course where they gained IP recommendation.

## 9. Instructor Candidates (IC)

- 9.1** After successful completion of the generic instructor course, all instructor candidates will be required to satisfactorily teach on a maximum of **2** Resuscitation Council (UK) accredited provider courses before full instructor status is granted and a certificate issued.
- If, however, the provider course director and faculty unanimously recommend after the first teaching practice that a second assessment is unnecessary, full instructor status will be approved by the Resuscitation Council (UK) on receipt of the course director's report. If the instructor candidate has not reached the required standard after the second course they should be offered the opportunity, at their own cost, to repeat the generic instructor course.
- Instructor Candidates may attend the face-to-face component of the e-ALS course as part of the faculty and this will count towards their teaching practice. However, they cannot proceed to full Instructor status without also successfully completing their teaching practice on at least one traditional 2-day ALS course.
- It may also be possible to complete 1 teaching practice on an Australian Resuscitation Council ALS provider course. If you wish to do this, please contact the Resuscitation Council (UK) **before** making any arrangements.
- In some instances, the generic instructor course faculty may recommend instructor candidates complete one or both of their teaching practice(s) at a named centre(s). The generic instructor course faculty decision is final and cannot be revoked by the teaching practice centre. For example, where instructor candidates have been given **2** named centres, the faculty of the first teaching practice is not permitted to recommend that the instructor candidate may now proceed to full instructor status.

## 9. Instructor Candidates (IC) (continued)

The faculty is also not permitted to recommend that the instructor candidate no longer needs to complete a second teaching practice at their designated named centre. The GIC and Instructor progress log must be referred to for confirmation of these details.

**9.2** Only the generic instructor course faculty may direct an instructor candidate to teach on designated course(s).

**9.3** Achievement of Instructor status requires completion of **3 elements**:

1. Attend a provider course and be selected for instructor potential
2. Attend a generic instructor course (or recognised equivalent)
3. Successfully complete teaching practice(s).

Candidates are not permitted to undertake their provider, generic instructor course and teaching practices at the same centre. **A maximum of 2 of the 3 elements may be completed at 1 centre.**

**9.4** The instructor candidate must attend the entire ALS provider course and must lead a skill station and CASTeach station and be involved in an assessment station. They must not lead a session unsupervised. They may give a lecture but this is optional and should not be formally assessed. If the instructor candidate gives a lecture, feedback should be given using the lecture evaluation form and matrix. It is strongly recommended that the instructor candidate attends all lectures.

**9.5** The instructor candidate assessment forms must be completed for the skill station and CASTeach station by ALS instructors nominated by the course director. These assessments must be discussed with the instructor candidate and a copy of the forms forwarded with the course director's report.

**9.6** An instructor candidate should complete their teaching practice(s) within **1 year** of the date of their generic instructor course, unless exceptional circumstances prevent this. If a candidate is already an EPLS / NLS / ATLS / APLS / ATNC instructor, they should complete their teaching practice(s) within **1 year** of either their ALS provider course or appropriate instructor course, whichever is the most recent. Where there are exceptional circumstances, please contact the Resuscitation Council (UK).

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## 10. Instructors

**10.1** Instructors should teach on at least **3 courses every 2 years**. It is recommended that 1 of these should be outside their home centre. Teaching on the 1-day recertification course or the e-ALS course is equivalent to 1 full course. One course in every 2 years can be a generic instructor course.

**10.2** It is recommended that instructors should attend at least 1 instructor day every **4 years**.

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## 11. Recertification as an ALS Instructor

**11.1** The ALS instructor must recertify every **4 years**.

Recertification involves being assessed as an instructor candidate during delivery of a skill station, CASTeach and testing station.

Instructors may attend the entire 2-day ALS course, e-ALS course, modular course or 1-day recertification course.

The skill station and CASTeach should be formally assessed using the appropriate forms.

## 11. Recertification as an ALS Instructor (cont'd)

- 11.2** Instructors who have not recertified within **1** year of the expiry date of their instructor certificate or not taught on 3 courses every 2 years must attend **2** ALS provider courses at different centres to be assessed as an instructor candidate. Once this has been successfully completed, their ALS instructor status will be re-instated and is valid for 4 years from the date of completion of their second assessment.
- 11.3** Instructors should keep a professional development record (PDR). Section 2 of the PDR document must be presented to the course director when the instructor attends for recertification.
- 11.4** Instructors may recertify on the Australian Resuscitation Council (ARC) or the European Resuscitation Council (ERC) ALS provider courses provided a Resuscitation Council (UK) ALS instructor assesses them. Instructors wishing to recertify on the ARC or the ERC courses must notify the Resuscitation Council (UK) prior to their recertification.
- 11.5** Instructors who are either medical or non-medical course directors may not recertify whilst acting in this capacity, unless a regional representative assesses them.

## 12. Recertification as an ALS Provider

- 12.1** The ALS provider certificate is valid for **4 years**.
- 12.2** Providers may recertify in **2** ways:
- By successfully undertaking a full ALS provider course.
  - By successfully completing a 1-day recertification course (not recommended if more than 1 year has elapsed since the provider certificate expiry date).
- 12.3** Recertifying providers can be considered for instructor potential when attending either the full ALS Provider course or the 1-day recertification course but cannot do so until at least **1** year has elapsed after their initial certification.

## 13. Post-Course Organisation

- 13.1** Delays in providing the certificates to candidates should be minimised. On receipt of the **standard candidates result sheet** the certificates will be processed. These should be submitted **within 1 week** of the course date.
- 13.2** The **final faculty** form must be signed by both the medical director and course director. To prevent delays, signatures should be obtained in the final faculty meeting.
- 13.3** The course director must complete the course director's report in the standard format.  
For e-ALS courses, please refer to the e-ALS supplementary Course Regulations.
- 13.4** The course centre must submit, as soon as possible and **no later than 1 month** after the course all of the following:
- Signed final faculty form
  - Course director's report (detailing any areas of concern and action taken to rectify)
  - Programme (including a breakdown of instructor allocations for testing stations)
  - Evaluation forms
  - Instructor candidate forms
  - IP appraisal forms for all those recommended
  - Pre and post course MCQ answer papers

## 13. Post-Course Organisation (cont'd)

- 13.5** If the final faculty, course requirements and administration do not comply with the criteria set down in these regulations and no reasonable explanation given, future registrations and course centre status will be reviewed.
- 13.6** The course centre should retain copies of all the paperwork. The duration of long term storage of course records is a local decision.
- 13.7** The course centre must forward summaries of candidate feedback scores to the instructors in order for them to include in their PDR.
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