



APPLICATION FOR THE ACCREDITATION OF BASIC CARDIAC LIFE SUPPORT TRAINING CENTRE (BCLS TC)

- Applicant must be an affiliate member of the National Resuscitation Council (NRC).
- Application Fee: **\$214.00** (inclusive of GST). Payable upon submission of application form.
- Audit Fee: **\$321.00** (inclusive of GST) per audit. Payable upon completion of audit. Training centre which fails the first audit is required to pay for each subsequent audit.
- Please submit cheque payable to 'National Heart Centre of Singapore Pte Ltd' and mail it to:
National Resuscitation Council Secretariat
c/o Clinical Affairs Department
National Heart Centre Singapore, Annexe Level 2, Mistri Wing
17 Third Hospital Avenue, Singapore 168752
- Validity of accreditation: 2 years

1	Particulars of Organisation / Institution		
	Name : _____		
	Address : _____		
	_____ Postal Code : _____		
	Contact Person : _____ Email : _____		
	Contact No : _____ Facsimile No : _____		
	Affiliate Membership No : _____ Expiry Date : _____		
2	Mission and objectives (Please state)		
	Mission : _____		
	Objective 1 : _____		
	Objective 2 : _____		
	Objective 3 : _____		
3	Fulfillment of the following criteria	Yes	No
3.1	Staffing		
	<i>Is the CI an active BCLS Instructor for at least 3 years before being appointed as CI (Please provide the name of the Chief Instructor & attach his/her current instructor certificate)</i>	○	○
	If any of the criteria is not met, please specify reasons : _____ _____ _____		
3.2	Instructors		
	<i>Have all the instructors attended a BCLS Instructor Course approved by NRC and are certified as a qualified instructor after completing the 2 trainee-instructor attachments in any accredited BCLS Training Centre? (Please attach the list of instructors and their current instructor certificates)</i>	○	○

	<p>If any of the criteria is not met, please specify reasons :</p> <hr/> <hr/> <hr/>		
4	<p>Programme and Contents</p> <p><i>Do the contents of the training adhere to the recommended BCLS teaching guidelines? (Please attach programme schedule and list of training dates/times for the next 6 months)</i></p> <p><i>Are the training manuals written in accordance with recommended BCLS Course teaching guidelines? (Please attach training manuals)</i></p> <p><i>Are the course materials sent to the participants at least two weeks prior to the course?</i></p> <p><i>Is a theory and practical test administered at the end of the programme? (Please attach theory question and practical sheet)</i></p>	<p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p>	<p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p>
	<p>If any of the criteria is not met, please specify reasons :</p> <hr/> <hr/> <hr/>		
5	<p>Facilities and Equipment</p> <p><i>Is the ratio of instructor to manikin to participant less than 1: 2: 8 or 1: 1: 6?</i></p> <p><i>Are the manikins properly maintained and disinfected according to the recommended safety measures?</i></p>	<p><input type="radio"/></p> <p><input type="radio"/></p>	<p><input type="radio"/></p> <p><input type="radio"/></p> <p>(Please specify ratio)</p>
	6	<p>Certification</p> <p><i>Is the trainee given certificate (with date of issue and signed by CI) when he / she successfully completed the training?</i></p> <p><i>Is the certificate valid for 2 years?</i></p>	<p><input type="radio"/></p> <p><input type="radio"/></p>
7	<p>Records</p> <p><i>Does the centre maintain its own registry of certified trainees with the following particulars? (Name, NRIC / Passport No., Organisation, Date of Attendance and Date of expiry of BCLS Certificate)</i></p> <p><i>Does the centre maintain its own registry of Chief Instructor(s) and Instructors and their participation in training activities?</i></p>	<p><input type="radio"/></p> <p><input type="radio"/></p>	<p><input type="radio"/></p> <p><input type="radio"/></p>
	8	<p>Evaluation of BCLS Training Programme</p> <p><i>Is there any evaluation procedure by which the standards of training programme are assessed and maintained?</i></p>	<p><input type="radio"/></p>

	<i>(Please attach a copy of feedback form)</i>		
	<i>Does the centre maintain records of feedback and evaluation information for referral purposes?</i>	○	○
	<i>Are the evaluation tools and methods reviewed regularly and revised according to current developments in this field?</i>	○	○
9	<p>I, _____ (Name of TC Manager / Head) undertake that the declaration given above is true and accurate to the best of my knowledge. I agree to allow a random external audit by the personnel instructed by NRC.</p> <p>Signature: _____ Date: _____</p> <p><i>Note: Please ensure all the necessary information/documents are submitted with the application form. Incomplete application form will result in delay of accreditation.</i></p>		

<u>For Official Use Only</u>	Receipt No : _____
Date of Issue : _____	Expiry Date : _____
_____	_____
Name/Signature	Date