



<p><b>3.2</b></p>	<p><b>Chief Instructor (CI)</b></p> <p><i>Is an active BCLS Instructor for 5 years preceding the application, instructing in at least 1 BCLS Instructor course and at least 2 BCLS courses a year</i>  <b>(Please attach list of CI and Instructors' trainers)</b></p> <p><i>Is recommended by another Chief Instructor of a certified training centre</i></p> <p>Recommended by</p> <p>Name of CI : _____</p> <p>Training Centre : _____</p>	<p>O</p> <p>O</p>	<p>O</p> <p>O</p>
<p>If any of the above criteria is not met, please specify reasons :</p> <p>_____</p> <p>_____</p> <p>_____</p>			
<p><b>3.3</b></p>	<p><b>Instructors</b></p> <p><i>Have attended a BCLS Instructor Course approved by NRC and is certified as a qualified instructor after completing the 3 trainee-instructor attachments in any accredited BCLS Training Centre</i>  <b>(Please attach list of instructors)</b></p> <p><i>Have instructed in at least 3 BCLS courses a year thereafter</i></p> <p><i>The ratio of instructor to manikin to trainees is 1:1:6</i></p>	<p>O</p> <p>O</p> <p>O</p>	<p>O</p> <p>O</p> <p>O</p> <p>(Please specify ratio)</p>
<p>If any of the above criteria is not met, please specify reasons :</p> <p>_____</p> <p>_____</p> <p>_____</p>			
<p><b>4</b></p>	<p><b>Programme and Contents</b></p> <p><i>Is programme properly spelt out and communicated so that trainees know what to expect and be appropriately prepared for the course?</i>  <b>(Please attach programme schedule)</b></p> <p><i>Do the contents of the training adhere to the recommended BCLS Instructor teaching guidelines?</i></p> <p><i>Is the ITC represented at every NRC BCLS and BCLS Instructor Course Review and Update sessions?</i></p> <p><i>Are the training manuals written in accordance with</i></p>	<p>O</p> <p>O</p> <p>O</p>	<p>O</p> <p>O</p> <p>O</p>

	<p><i>recommended BCLS Instructor Course teaching guidelines? (Please attach training manuals)</i></p> <p><i>Are the course materials sent to the participants at least one month 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><i>If defibrillation is taught as one of the modules in the course, is this component taught by a properly trained instructor?</i></p> <p><i>Does the ITC conduct a minimum of 2 courses per year?</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><input type="radio"/></p> <p><input type="radio"/></p>
	<p>If any of the criteria is not met, please specify reasons :</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<b>5</b>	<p><b>Facilities and Equipment</b></p> <p><i>Is the ratio of manikin to participant less than 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>(Please specify ratio)</p> <p><input type="radio"/></p>
<b>6</b>	<p><b>Certification</b></p> <p><i>Is the trainee-instructor given certificates (with date of issue and signed by CI) when they successfully complete 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>	<p><input type="radio"/></p> <p><input type="radio"/></p> <p>(Please specify validity period)</p>
<b>7</b>	<p><b>Records</b></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 Instructor Certificate)</i></p> <p><i>Does the centre maintain its own registry of Chief Instructor(s), Senior Instructors and Trainee 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>

<p><b>8</b></p>	<p><b>Evaluation of BCLS Training Programmes</b></p> <p><i>Is there any evaluation procedure by which the standards of training programmes are assessed and maintained? (Please attach a copy of feedback form)</i></p> <p><i>Does the centre maintain records of feedback and evaluation information for referral purposes?</i></p> <p><i>Are the evaluation tools and methods reviewed regularly and revised according to current developments in this field?</i></p>	<p style="text-align: center;">○</p> <p style="text-align: center;">○</p> <p style="text-align: center;">○</p>	<p style="text-align: center;">○</p> <p style="text-align: center;">○</p> <p style="text-align: center;">○</p>
<p><b>9</b></p>	<p>I, _____ (Name of Training 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>		

**For Official Use Only**

**Receipt No** : \_\_\_\_\_

Date of Issue : \_\_\_\_\_

Expiry Date : \_\_\_\_\_

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date