

# **GUIDELINES FOR ACCREDITATION OF ADVANCED CARDIAC LIFE SUPPORT TRAINING CENTRE (ACLS TC)**

## **Aims and Objectives**

To set up a system for maintaining consistent standard of teaching the ACLS course by recommending for accreditation of ACLS Training Centres (ACLS TCs) to achieve the following objectives :

1. To ensure ACLS TCs are teaching the ACLS course according to proper guidelines recognized nationally.
2. To ensure that ACLS Instructors maintain their competency in the teaching of ACLS course.

Competency is defined as having updated knowledge of ACLS and the appropriate skills in teaching the ACLS course.

## **Recommended Guidelines for Accreditation of ACLS TC :**

### **1 Mission and Objectives**

- 1.1 The mission and objectives of the ACLS TC should be defined when applying to the National Resuscitation Council (NRC).

### **2 Policies**

- 2.1 The ACLS TC should :

- follow the policies and guidelines set by the NRC to guide its training activities and in the management of the ACLS TC and
- monitor all activities to ensure that they are consistent with the policies and guidelines.

### **3 Staffing and Instructors**

- 3.1 Each TC must have at least 1 Chief Instructor (CI) in each course.

- 3.2 The TC should maintain a record of the following :

- a list of accredited instructors in the TC;
- the number of accredited instructors;
- the necessary qualifications of the instructors and
- the method of appointing or selecting them.

- 3.3 Criteria for Appointment of Chief Instructor :

- The person must be an active ACLS Instructor with a recognized CPR Centre for at least 2 courses per annum.

An active ACLS Instructor is defined as one who is an instructor for at least 2 courses per annum.

- 3.3.1 The designated Chief Instructor has the overall responsibility to
- attain the centre's objectives;
  - maintain the quality of services provided;
  - monitor the standard of teaching and
  - ensure that adequate evaluation of training is performed.
- 3.3.2 The Chief Instructor is required to oversee the training and to ensure consistent standard of the teaching of every ACLS course.
- 3.4 Criteria for Appointment of Instructors :
- An ACLS Instructor should have attended an ACLS Instructor Course approved by the NRC and is certified as a qualified instructor.
  - An active ACLS Instructor is defined as one who is an Instructor for at least 2 courses per annum.
  - Existing instructors with currently-recognized CPR centres will continue to be recognized as qualified instructors.
- 3.5 The TC shall be responsible for ensuring that all Instructors update and enhance their knowledge and skills in ACLS and ACLS Instructor training.
- 3.6 During the course, there should not be more than 6 trainees to each Instructor. The maximum ratio of instructor to trainees is 1 : 6.
- 3.7 A list of the TC's instructors should be submitted to the NRC which will be maintaining a central registry of instructors.

#### **4 Programme and Contents**

- 4.1 Programme : The programme should be properly spelt out and communicated so that trainees know what to expect and be appropriately prepared for the course.
- 4.2 Course Content : The contents of the training should adhere to the recommended ACLS teaching guidelines. A committee should be formed to ensure strict conformity to the recommended guidelines. Hence, the TC should be represented at every ACLS and ACLS Instructor Course Review and Update sessions.
- 4.3 Course Materials : The TC should adopt appropriate manuals which are written in accordance with recommended ACLS Course teaching guidelines. Training manuals need to be reviewed and approved by the NRC.
- 4.3.1 Course materials should be sent to the participants preferably between two (2) weeks to one (1) month prior to course commencement. This is to ensure that participants will have ample time to read and prepare for the course.
- 4.4 A theory and a practical test should be administered at the end of the programme. The tests should meet the NRC recommended standards.
- 4.4.1 The recommended passing rate for the theory test should be 80% correct answers. Participants are also required to complete and pass all the practical test scenarios.
- 4.5 Course dates should be submitted to the NRC every quarterly so as to facilitate NRC audits. The NRC should be informed of any additional courses at least 4 weeks before course commencement.

## **5 Facilities and Equipment**

- 5.1 The TC has the responsibility to provide appropriate facilities and equipment to facilitate the training.
- 5.2 The TC should have sufficient adult manikins, defibrillators, intubation units and other accessories in good working condition to be used during training.
  - 5.2.1 There should not be more than 6 participants using one manikin. The ratio of manikin to participant should not exceed 1: 6.
- 5.3 The maintenance and disinfecting of the manikins should be carried out in accordance to the recommended safety measures.

## **6 Certification**

- 6.1 Trainees who have successfully completed the training should be issued certificates with the date of issue and date of expiry clearly indicated. The Chief Instructor must sign the certificate.
- 6.2 The ACLS certificate should be valid for 2 years.
  - 6.2.1 The trainee's certification will only be renewed if he / she attends an ACLS Re-certification Course within a year upon the expiry of the ACLS certificate.

## **7 Records**

- 7.1 Each centre should maintain its own registry of certified trainees. Accurate and complete training records and attendance lists of participants and Instructors should be kept.
- 7.2 Essential information such as participants' Name, NRIC / Passport Number, Organisation, Date of Attendance and Date of Expiry of the ACLS certificate and the Certificate Number must be kept.
- 7.3 Each centre should maintain its own registry of Chief Instructor(s) and Instructors and their participation in training activities.

## **8 Evaluation of ACLS Training Programme**

- 8.1 There should be evaluation procedures by which the standards of the training programme are assessed and maintained.
  - 8.1.1 The procedures should provide a mechanism to enable data obtained from the evaluation to be used effectively for the on-going improvement of teaching knowledge and techniques in ACLS courses. It is recommended that the centre maintain records of feedback and evaluation information for referral purposes.
- 8.2 The evaluation tools and methods should be reviewed regularly and revised according to current developments in this field.
- 8.3 Chief Instructor and Instructors should participate in the formulation of plans to overcome any identified deficiencies in the service.
- 8.4 The TC should allow a random external audit as instructed by the NRC.

*(Please note that the above guidelines are subject to change).*