

GUIDELINES FOR ACCREDITATION OF ADVANCED RESUSCITATION IN CHILDREN TRAINING CENTRE (ARC TC)

Aims and Objectives

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

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

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

Guidelines for Accreditation of ARC TC:

1 Mission and Objectives

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

2 Policies

- 2.1 The ARC TC should :

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

3 Staffing and Instructors

- 3.1 The TC should state the necessary qualifications of the instructors and the method of appointing or selecting them.

- 3.2.1 The designated Director of ARC TC 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.

- 3.2.2 The Director of ARC TC is required to oversee the training and to ensure consistent standard of the teaching of every ARC course.

- 3.2.3 The Director of ARC TC shall be responsible for ensuring that all instructors update and enhance their knowledge and skills in training.

- 3.3 Criteria for Appointment of Chief Instructor (CI) :
- A Chief Instructor should be an active ARC instructor for 3 years.
 - He / she should be appointed by the Director of the centre and accepted by the training centre.
- 3.4 Criteria for Appointment of Instructors:
- An ARC Instructor should have attended an ARC Course successfully.
 - Have instructed in at least 2 ARC Provider Courses within 1 year of completing the ARC Course before being eligible for certification as an ARC Instructor.
 - Certification as an ARC Instructor is valid for as long as the person continues to instruct in at least two ARC Provider Courses per annum.
- 3.5 The TC shall be responsible for ensuring that all instructors update and enhance their knowledge and skills in ARC training.
- 3.6 The ideal ratio of instructor to participant is 1 : 8 for the teaching stations.

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 ARC teaching guidelines.
- 4.3 Course Materials : The individual TC should adopt appropriate manuals which are written in accordance with recommended ARC 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 at least one (1) week prior to 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 for medical staff and 60% for non-medical staff. Participants are also required to complete and pass all the practical test scenarios.

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 child and infant manikins and a defibrillator in good working condition to be used during training.
- 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 clearly indicated. The Chief Instructor must sign the 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 ARC Certificate must be kept.
- 7.3 Each centre should maintain its own registry of Instructors and their participation in training activities.

8 Evaluation of ARC 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. 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 The TC should allow a random external audit as instructed by the NRC.

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