

GUIDELINES FOR ACCREDITATION OF BASIC CARDIAC LIFE SUPPORT INSTRUCTOR TRAINING CENTRE (BCLS ITC)

Aims and Objectives :

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

1. To ensure BCLS ITCs are teaching the BCLS Instructor course according to proper guidelines recognised nationally;
2. To ensure that Instructor Trainers (BCLS Instructor Course Instructors) maintain their competency in the teaching of BCLS Instructor course.
Competency is defined as having updated knowledge of BCLS and the appropriate skills in teaching the BCLS Instructor course.

Guidelines for Accreditation of BCLS ITC :

1 Mission and Objectives

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

2 Policies

- 2.1 The ITC should be an existing NRC accredited BCLS Training Centre.
- 2.2 The ITC should :
 - * follow the policies and guidelines set by the NRC to guide its training activities and in the management of the BCLS ITC &
 - * monitor all activities to ensure that they are consistent with the policies and guidelines.

3 Staffing and Instructors

- 3.1 The ITC should state the necessary qualifications of the Chief Instructor and the method of appointing or selecting them.
- 3.2 Criteria for Appointment of Chief Instructor of BCLS ITC :
 - * The person must be an active BCLS Chief Instructor with a recognised CPR Centre for at least 5 consecutive years prior to the application for accreditation as a BCLS ITC to NRC.
 - * An active BCLS Chief Instructor is defined as one who is a BCLS Chief Instructor for at least 2 courses per annum, and Instructor for one BCLS course per annum.
- 3.3 The BCLS ITC Chief Instructor should be an active BCLS Instructor trainer for at least 3 years preceding to the application.
- 3.4 He/She should be recommended by another Chief Instructor of a recognized BCLS ITC.
- 3.5 The designated Chief Instructor of BCLS Instructor Training Centre has the overall responsibility to
 - * attain the centre's objectives;
 - * maintain the quality of services provided;
 - * monitor the standard of teaching &

- * ensure that adequate evaluation of training is performed.

The Chief Instructor of BCLS Instructor Training Centre is required to oversee the training and to ensure consistent standard of the teaching of every BCLS Instructor course. Appointed ITC Chief Instructor must remain active as an BCLS instructor.

- 3.6 The Chief Instructor of BCLS ITC shall be responsible for ensuring that the Instructors update and enhance their knowledge and skills in BCLS Instructor training.
- 3.7 Criteria for Appointment of Instructor Trainer :
 - * Be an active BCLS Instructor for at least 3 years
 - * Recommended by Chief Instructor of NRC accredited BCLS Instructor Training Centre
 - * Must complete 2 attachments to an Instructor Trainer in any accredited BCLS ITC.
- 3.8 During the course, there should not be more than 6 trainees to each Instructor Trainer. The ideal instructor : manikin : trainees ratio is 1 : 1 : 6.

4 Programme and Contents

- 4.1 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 The contents of the training should adhere to the recommended BCLS Instructor teaching guidelines. A committee should be formed to ensure strict conformity to the recommended guidelines. Hence, the ITC should be represented at every NRC BCLS and BCLS Instructor Course Review and Update sessions.
- 4.3 Course Materials: The ITC should adopt appropriate manuals which are written in accordance with recommended BCLS Instructor Course teaching guidelines. Training manuals need to be reviewed and approved by the NRC.
- 4.4 Course materials should be sent to the participants at least two (2) weeks prior to the course. This is to ensure that participants will have ample time to read and prepare for the course.
- 4.5 A theory and a practical test should be administered at the end of the programme. The tests should meet the NRC recommended standards.
- 4.6 The recommended passing rate for the theory test should be 80%. Participants are also required to complete and pass all the practical test modules.
- 4.7 The ITC must conduct a minimum of 2 instructor courses per year.
- 4.8 The ITC should comprise at least 1 Chief Instructor and one other Instructor Trainer.

5 Facilities and Equipment

- 5.1 The ITC has the responsibility to provide appropriate facilities and equipment to facilitate the training.
- 5.2 The ITC should have adult and infant manikins 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 Trainee-Instructor who 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 BCLS Instructor certificate should be valid for 2 years.
- 6.3 Upon the expiry of the BCLS Instructor certificate, the Instructor's certification will only be renewed if he/she instructs at least 1 BCLS Instructor course and 2 BCLS courses yearly for the last 2 years.

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 Instructor Trainers should be kept.
- 7.2 Essential information such as Participants' Name, NRIC/Passport Number, Organisation, Date of Attendance and Date of Expiry of the BCLS Instructor certificate and the Certificate Number must be kept.
- 7.3 Each centre should maintain its own registry of Chief Instructor(s), Instructor Trainers and Trainee Instructors and their participation in training activities.

8 Evaluation of BCLS Instructor Training Programme

- 8.1 There should be evaluation procedures by which the standards of the training programme are assessed and maintained.
- 8.2 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 BCLS Instructor courses. It is recommended that the centre maintain records of feedback and evaluation information for referral purposes.
- 8.3 The evaluation tools and methods should be reviewed regularly and revised according to current developments in this field.
- 8.4 Chief Instructor and Instructor Trainers should participate in the formulation of plans to overcome any identified deficiencies in the service.
- 8.5 The ITC should allow a random external audit as instructed by the NRC.
- 8.6 The certification for ITC is valid for 2 years.

9 Registration

- 9.1.1 An application fee of \$210.00 (inclusive of GST) is payable to "National Heart Centre of Singapore Pte Ltd" upon submission of application form.
- 9.1.2 An audit fee of \$315.00 (inclusive of GST) is payable upon completion of each audit. Training centre which fails the first audit is required to pay for each subsequent audit.
- 9.1.3 Kindly direct all queries to NRC Secretariat, National Resuscitation Council, c/o National Heart Centre, Blk A, #06-01, 226 Outram Road, Singapore 169039 (Fax: 6221 0944).

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