

# **GUIDELINES FOR ACCREDITATION OF BASIC RESUSCITATION IN CHILDREN TRAINING CENTRE (BRC TC)**

## **Aims and Objectives**

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

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

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

## **Guidelines for Accreditation of BRC TC :**

### **1 Mission and Objectives**

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

### **2 Policies**

- 2.1 The BRC TC should :

- follow the policies and guidelines set by the NRC to guide its training activities and in the management of the BRC 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 BRC 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 BRC TC is required to oversee the training and to ensure consistent standard of the teaching of every BRC course.

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

### 3.3 Criteria for Appointment of Chief Instructor (CI) :

- A Chief Instructor should be an active BRC / BCLS instructor for the 3 years preceding the application, instructing in at least 2 BRC/BCLS courses per year.
- He / she should be appointed by the Director of the centre and recommended by another Chief Instructor of a recognised training centre
- Accepted by the training centre.

### 3.4 Criteria for Appointment of Instructors :

- A BRC Instructor should have attended a BCLS Instructor Course approved by the NRC and is certified as a qualified instructor.
- He / she should also instruct in at least 2 BRC/BCLS courses a year thereafter.
- Certification as a BRC Instructor is valid for as long as the person continues to instruct in at least two BRC/BCLS Provider Courses per annum.

3.5 The TC shall be responsible for ensuring that all instructors update and enhance their knowledge and skills in BRC and BRC Instructor training.

## 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 BRC teaching guidelines. A committee should be formed to ensure strict conformity to the recommended guidelines. Hence, the TC should be represented at every BRC and BRC Instructor Course Review and Update sessions.

4.3 Course Materials : The individual TC should adopt appropriate manuals which are written in accordance with recommended BRC Course teaching guidelines. Training manuals need to be reviewed and approved by the NRC.

4.4 A theory test should be administered at the end of the programme. The tests should meet the NRC recommended standards.

## 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 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 BRC certificate should be valid for 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 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 BRC certificate 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 BRC 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 BRC 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).*