



Immediate Life Support Course Regulations

The objectives of the ILS course are:

- ❑ To train healthcare personnel in causes and prevention of cardiopulmonary arrest, the ABCDE approach, initial resuscitation and defibrillation (manual and / or AED) and simple airway management
- ❑ To train healthcare personnel to manage patients in cardiopulmonary arrest until arrival of the resuscitation team.
- ❑ To train healthcare personnel to participate as members of the resuscitation team.

This course will meet the needs of those who need more advanced skills than those taught during Basic Life Support (BLS) but who do not require the more comprehensive 2-day Advanced Life Support (ALS) Course.

1. General

- 1.1 All Course Directors, Instructors and Instructor Candidates must abide by the Resuscitation Council (UK) Code of Conduct.
- 1.2 Any profit made from the ILS course should be used only for purposes directly related to adult resuscitation.
- 1.3 The ILS course is run over one day.
- 1.4 The Resuscitation Council (UK) discourages the payment of honoraria and advises, in the interests of probity, that any such payment should be made through the Trust's/organisation's finance department. For further guidance please see the "Payment of Honoraria to Resuscitation Council (UK) Instructors" statement.

2. ILS Course Centres

- 2.1 The Resuscitation Council (UK) ILS course can only be run by accredited Resuscitation Council (UK) Course Centres, Primary Care Trusts, NHS Trusts, Universities that train healthcare professionals, private hospitals and Phase 1 Clinical Trial Units that are inspected by the MHRA.

All centres must submit a completed registration form signed by an **Authorised Signatory** agreeing to comply with these regulations.
- 2.2 Course centre registration is on an annual basis only. The **twelve month** registration period runs from **January to December**.
- 2.3 Centres wishing to register should send their completed registration form to the Resuscitation Council (UK). An annual registration fee of **£500** must be received before the course material is despatched.
- 2.4 The registration process and costs are reviewed annually. Every year the registered centres are issued with a renewal registration form.

No further reminders are issued by the Resuscitation Council (UK) and failure to re-register means that any courses run after **31st December** of the current year will not be Resuscitation Council (UK) accredited and no certificates will be issued.

2.5 Each centre must have a **Nominated Named Person** who will be the only contact name for the centre for administrative purposes. They do not have to be the Course Director for each course.

If the Nominated Named Person changes or their contact details change, the centre must notify the Resuscitation Council (UK).

2.6 No refunds are available on unused registrations and course manuals.

2.7 Where concerns about individual course centres have come to light, the centre may be reviewed at any time at the discretion of the ILS Sub-committee. The ILS Sub-committee reserves the right to revoke the course centre's registration.

3. Pre-course Organisation

3.1 The maximum number of candidates per course is **30**.

3.2 All candidates must be provided with an ILS manual purchased from the Resuscitation Council (UK). After the course they must retain the manual for reference.

3.3 Course centres must have a current Resuscitation Council (UK) ALS Instructor who will act as the Course Director and who is fully involved in the organisation and delivery of the course.

3.4 The course manual and assessment forms must be forwarded to the candidates at least **2 weeks** before the course.

3.5 Equipment must be available and be in sound working order.

3.6 Evaluation forms must be issued to candidates at the start of the course and be collected at the end.

4. Candidate Eligibility and Certification

4.1 Please refer to Appendix 1 for suitability of candidates for the ILS course. If the candidate's background does not fall into any of the categories mentioned, please contact the Resuscitation Council (UK) for clarification. Centres must keep adequate records of "other" categories for audit purposes.

4.2 Candidates with disabilities are eligible to undertake the ILS course. Please refer to the "Position Statement on Disabled Candidates attending Resuscitation Council (UK) Courses" for further guidance.

4.3 Candidates cannot successfully complete the course unless they are present throughout. If, for a legitimate reason, a candidate misses an element of the course, then provided they successfully complete all the assessment components, they may be permitted to complete the missed element on another course within **4 weeks**.

Alternatively, at the Course Director's discretion, the missed element may be reasonably covered on the existing course, but this must not distract from the teaching provided to other candidates.

4.4 Candidates who successfully complete the course will receive a Resuscitation Council (UK) ILS certificate valid for **1 year**. This is not a certificate of competency.

4.5 Candidates who have failed an ALS course must attend and pass the ILS course if they want an ILS certificate.

5. Course Director and Faculty Requirements

- 5.1** The core faculty is a minimum number of faculty required to provide an instructor to candidate ratio of **1 instructor : 6 candidates**. Please refer to Appendix 2 for further details.
- 5.2** Each course must be led by a Course Director who is a current Resuscitation Council (UK) ALS Instructor.
- The Course Director must be present throughout the entire course.** They are responsible for ensuring the smooth running of the course.
- The Course Director is responsible for ensuring that the course fully complies with the ILS course regulations and that records are kept during the course.
- The Course Director is responsible for checking that all faculty members' instructor certificates are valid.
- 5.3** Remaining faculty must be current Resuscitation Council (UK) ALS Instructors or Instructor Candidates or ILS Instructors.
- 5.4** EPLS and NLS Instructors and Instructor Candidates who hold a valid ALS Provider certificate can also teach on ILS courses as members of faculty.
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6. Programme, Lectures and Skill Stations

- 6.1** The ILS course must adhere to the standard course programme (see Guidance Notes).
- 6.2** The course materials are provided by the Resuscitation Council (UK). Course centres are required to download the course materials from the Resuscitation Council (UK) website.
- Limited additional teaching material may be provided by course centres on the understanding that it is appropriate and clinically relevant.
- 6.3** It is the responsibility of the Course Director to ensure that all lectures adhere to the philosophy and text of the course manual
- 6.4** Teaching must follow methods taught on the Resuscitation Council (UK) Generic Instructor Course or ILS Instructor Course.
- 6.5** Training should be based on standardised simulations.
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7. Assessment

- 7.1** Assessment is continuous and is guided by the assessment forms provided for each core skill, e.g. initial resuscitation and assessment or airway management.
- 7.2** Copies of the assessment forms must be given to the candidates with their manual **2 weeks** before the course.
- 7.3** If a candidate has not met the recognised criteria, they should be given a copy of their assessment form(s) and offered remedial help.
- They should be re-assessed, ideally by a different instructor, within a period of **4 weeks**. The faculty may decide, if appropriate, to facilitate this on the same day as the course, however, this should take place after the course programme has been completed.
- 7.4** It is not necessary to complete assessment forms for every individual, but it is strongly recommended for marginal candidates. Accurate written records must be maintained by the Course Centre/Director.
- 7.5** Candidates who fail the course cannot appeal through the Resuscitation Council (UK) but should raise any queries with the Course Director who must resolve the issue locally.
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8. ILS Instructor Training

- 8.1** Exceptionally able candidates may be nominated for ILS instructor training by the faculty
- 8.2** A limited number of places are available on the ILS Instructor course for outstanding ILS candidates who demonstrate an exceptional aptitude and credibility for teaching.
- 8.3** Selection of candidates must follow the strict criteria set out in the 'Selection of ILS Instructors' document. It is anticipated that candidates will rarely meet the selection criteria.
- 8.4** If the faculty consider the candidate is suitable for instructor training, the ILS Course Director must complete the 'Selection of ILS Instructors' form.
- 8.5** The ILS Course Director should contact the Course Director at the appropriate ILS Instructor course centre by sending the 'Selection of ILS Instructors' form and requesting a place for their candidate.

Details of centres running the ILS Instructor course can be obtained from the ILS Course Co-ordinator at the Resuscitation Council (UK).
- 8.6** Recommended candidates should not contact the ILS Instructor course centres themselves, the placement should be agreed at Course Director level.
- 8.7** ILS centres that run the ILS Instructor course select candidates for their own courses. They must also be prepared to accept external candidates from other ILS centres in their locality that do not run the ILS Instructor course.
- 8.8** Candidates must attend the ILS Instructor course within **twelve months** of being nominated.
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9. ILS Instructors

- 9.1** Following successful completion of the ILS Instructor course, ILS Instructors should teach on a minimum **2 courses** per year.
- 9.2** All ILS Instructors must complete a logbook of courses on which they have taught.
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10. Re-certification as an ILS Instructor

- 10.1** The ILS Instructor certificate is valid for **4 years**.

Re-certification involves attending an entire full ILS course and being assessed by the Course Director.
- 10.2** Instructors who fail to re-certify within **1 year** of the expiry of their certificate and wish to continue as instructors are required to successfully complete the ILS Instructor course again.
- 10.3** The Course Director must observe the re-certifying instructor and complete the Skills Teaching and Simulation Teaching assessment forms in the instructor's logbook.
- 10.4** The Course Director must notify the Resuscitation Council (UK) of all successfully re-certified instructors to enable the ILS Instructor database to be updated and new instructor certificates to be issued.
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11. Re-certification as an ILS Provider

- 11.1** The ILS certificate is valid for **1 year**. There is no grace period.
- 11.2** ILS Providers may re-certify in 2 ways
- By successfully undertaking a full ILS course
 - By successfully completing a half-day ILS Re-certification course
- 11.3** Candidates may only attend the half-day ILS Re-certification course within **1 year** of the expiry of their ILS certificate, i.e. within **2 years** from their last ILS course. If more than **2 years** have elapsed since the candidate's last ILS certification, they can only re-certify by attending a full ILS course.
- 11.4** Candidates cannot be considered for ILS instructor training if they attend the half-day ILS Re-certification course.
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12. Post-Course Organisation

- 12.1** Course results must be submitted to the Resuscitation Council (UK) using the online course returns form. **Course returns must not be submitted to the Council until all reassessments have been completed.**
- The Nominated Named Person will be issued with the appropriate number of certificates only on receipt of the appropriately completed online course returns form.
- 12.2** The Course Director must complete and sign the certificates before forwarding them to the candidates.
- 12.3** Delays in providing the certificates to the candidates should be minimised. The course returns must be submitted no later than **4 weeks** after the course.
- 12.4** Replacement certificates will be issued only on request by the centre's Nominated Named Person at a charge of £10.00 each. Candidates should not be advised to contact the Resuscitation Council (UK) directly to request replacements for lost or damaged certificates.
- 12.5** If a candidate **fails** to meet the recognised standard within **4 weeks** they should receive a letter of attendance from the Course Director.
- 12.6** The course centre should retain copies of all the paperwork. The duration of long term storage of course records is a local decision.
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ILS Course Regulations - Appendix 1

The ILS course is appropriate for the following categories of candidates:

- ❑ Doctors – Hospital
- ❑ Doctors – Community
- ❑ Medical students
- ❑ Nurses – Hospital
- ❑ Nurses – Community
- ❑ Nursing students
- ❑ Midwives
- ❑ ODPs
- ❑ Cardiac Technicians
- ❑ Occupational Therapists
- ❑ Physiotherapists
- ❑ Radiographers
- ❑ Resuscitation Training Officers
- ❑ Dentists
- ❑ Dental Nurses
- ❑ Ambulance Technicians / Paramedics

- *Fire Service Technicians*
- *Police Officers*
- *Prison Officers*
- *Air Stewards*
- *Other*

(The ILS course will only rarely be appropriate for people from these professions)

ILS Course Regulations - Appendix 2

Number of candidates	Minimum number of core faculty required	Minimum number of ALS Instructors	Minimum number of remaining faculty*
1 to 6	1	1	
7 to 12	2	1	1
13 to 18	3	1	2
19 to 24	4	1	3
24 to 30	5	1	4

*** Remaining faculty must have one of the following qualifications:**

- Resuscitation Council (UK) ALS Instructor or Instructor Candidate
- Resuscitation Council (UK) ILS Instructor
- Resuscitation Council (UK) EPLS/NLS Instructor or Instructor Candidate with a valid ALS Provider Certificate