

## Immediate Life Support Instructor course

### ILSi regulations

**Course Aim:** To provide those ILS candidates that meet the Instructor selection criteria with an opportunity to be trained to teach and assess on the ILS course programme.

<b>1.0</b>	<b>General</b>
1.1	All Educators, Course Directors, Instructors and Instructor Candidates must abide by the Resuscitation Council (UK) (RC (UK)) Code of Conduct.
1.2	Instructors must be aware of, and follow, the recommendations in the statement 'Disabled candidates attending RC (UK) courses'.
1.3	Instructors must be aware of and follow the recommendations in 'Guidance for managing a candidate whose performance raises serious concerns for patient safety'. This provides guidance on how to assist course Medical Directors and faculty where there are concerns about a candidate's clinical safety, to the extent that they may be a danger to patients.
1.4	The RC (UK) discourages the payment of honoraria and advises that, in the interests of probity, any such payment should be made through the organisation's finance department.
<b>2.0</b>	<b>Course aim</b>
2.1	To provide those ILS candidates that meet the instructor selection criteria the opportunity to be trained to teach and assess on ILS courses.
<b>3.0</b>	<b>ILSi Course centres</b>
3.1	All registered ILS course centres must apply to run the ILS Instructor course using the standard ILS Instructor course application form.
3.2	There is no registration fee. Centres are required to purchase copies of the Pocket Guide to Teaching for Medical Instructors (Blue book) for each candidate.
3.3	Approved ILS Instructor course centres must be prepared to accept external candidates from other ILS centres.
3.4	External candidates will be allocated places by agreement at Course Director level only.
3.5	ILS Instructor course centres are expected to collaborate with local ILS centres to ensure training is available for all recommended candidates in their locality. Places must be secured at Course Director level only and candidates should not contact the ILS Instructor centre themselves in the first instance.
3.6	Each centre must have a <b>Nominated Named Person</b> who will be the only contact name for that centre for administrative purposes. The nominated named person must be the same for both the standard ILS course and the ILS Instructor course.
3.7	Each centre must have a <b>Course Director who is a current RC (UK) GIC-ALS Instructor</b> .
3.8	Any breach of the regulations may result in termination of the course centre's ILS Instructor course registration.
<b>4.0</b>	<b>Course organisation</b>
<b>4.1</b>	<b>General</b>
4.1.1	The ILS Instructor course is run over one day or two half days and must adhere to the standard course programme. If the course runs over two half days, the two modules must be run no more than eight days apart.
4.1.2	The candidates must receive the Blue Book, preparation guide for candidates, scenarios and assessment forms at least four weeks before the course.
4.1.3	Instructors must receive the Instructor guide at least four weeks before the course.

4.2	Candidates															
4.2.1	All candidates must have attended and successfully completed the ILS course and been given IP status.															
4.2.2	Selection of candidates must follow the strict criteria set out in the ‘Selection of ILS Instructors’ document.															
4.2.3	Candidates must attend the ILS Instructor course within two years of being nominated.															
4.2.4	Candidates can be selected from the recertification course.															
4.2.5	ILSi IP candidates can undertake the ILSi course at the same centre as where the ILS course was undertaken.															
4.2.6	The minimum number of candidates per course is <b>6</b> the maximum number is <b>24</b> . The ideal number is <b>12</b> .															
4.2.7	Candidates should be organised in groups of <b>4, 5 or 6</b> .															
4.3	Faculty															
4.3.1	The Course Director must be a current RC (UK) GIC-ALS Instructor and they must be fully involved in the organisation and delivery of the course.															
4.3.2	The Course Director must be present throughout the course and can be counted as one of the faculty.															
4.3.3	If running the course over two half days the same faculty must be present for both days.															
4.3.4	There must be one GIC-ALS Instructor per group. The second instructor per group can be an ALS Instructor.															
4.3.5	Where there are more than six candidates on the course, at least one of the GIC ALS Instructors must be external to the course centre.															
4.3.6	<table><tr><th>Number of candidates</th><th>Minimum number of GIC-ALS Instructors</th><th>Total number of instructors</th></tr><tr><td>1-6</td><td>1</td><td>2</td></tr><tr><td>7-12</td><td>2-1 must be external</td><td>4</td></tr><tr><td>13-18</td><td>3-1 must be external</td><td>6</td></tr><tr><td>19-24</td><td>4-1 must be external</td><td>8</td></tr></table>	Number of candidates	Minimum number of GIC-ALS Instructors	Total number of instructors	1-6	1	2	7-12	2-1 must be external	4	13-18	3-1 must be external	6	19-24	4-1 must be external	8
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4.3.7	Candidates have a professional responsibility to act with probity. For example where candidates are given study leave to attend an ILSi course and/or have their costs paid by their employer or educational provider, employers and educational providers have a reasonable expectation that those candidates will prepare adequately for attendance at the course by reading the Blue Book and preparing their allocations.															
4.4	Programme															
4.4.1	Timing for the faculty meeting and registration at the beginning of the course should be decided locally.															
4.4.2	The programme for the particular course model being used must be adhered to.															
4.4.3	The course materials are provided by the RC (UK). Course centres should present the materials in the most appropriate format.															
4.5	Skills stations/scenario stations															
4.5.1	Skills and scenario stations must be run according to the standard course programme using the teaching materials provided.															

<b>4.6</b>	<b><i>Feedback and assessment</i></b>
4.6.1	All candidates must be allocated a mentor.
4.6.2	Candidates must be given frequent feedback throughout the course. Any points for action/improvement must be clearly documented on the feedback forms.
4.6.3	Assessment is continuous in nature and is guided by the standard feedback forms.
4.6.4	Candidates who successfully complete the course will receive an RC (UK) ILS Instructor certificate.
4.6.5	The Instructor should be assessed using the skills and simulation assessment feedback forms on their <b>first two courses</b> following completion of the ILSi course to consolidate their knowledge and skills.
4.6.6	ILS Instructors should teach on a minimum of two courses per year, or one ILS course and two recertification courses.
4.6.7	All ILS Instructors must complete a logbook of courses on which they have taught.
4.6.8	Certificates are issued on request by the course centre, using the standard returns form.
4.6.9	The Course Director must complete and sign the certificates before forwarding them to the successful candidates.
4.6.10	In the case of lost certificates replacements can be obtained and will be charged at a cost of £10.
4.6.11	Candidates who fail the course must raise any queries with the Course Director who must resolve the issue locally.
4.6.12	Failed candidates will be allowed to re-take the course only if the Course Director and faculty decide that the candidate is likely to benefit from further training to become an ILS Instructor. Only one resit of the course is allowed. The decision of the faculty and the Course Director regarding this matter is final.
<b>4.7</b>	<b><i>Recertification</i></b>
4.7.1	The ILS Instructor certificate is valid for four years.
4.7.2	Recertification involves attending an entire ILS course and being assessed using the standard matrices for skills teaching and scenario teaching by an ALS Instructor.
4.7.3	The Course Director must notify the RC (UK) of all successfully recertified instructors to enable the ILS Instructor database to be updated and new Instructor certificates to be issued.
4.7.4	Instructors who fail to recertify within one year of the expiry of their certificate and wish to continue as instructors are required to successfully complete the ILS Instructor course again.