



RESUSCITATION COUNCIL of SOUTHERN AFRICA

RCSA Policy Statement # 12



RCSA / AHA BLS INSTRUCTOR TRAINING PROCESS

Overview:

The Resuscitation Council of Southern Africa (RCSA) endorsed American Heart Association (AHA) BLS Instructor Course is a professional certification that allows successful candidates to facilitate the most up to date RCSA/AHA CPR and BLS training, and capacitate that Instructor to establish, manage and market their own Training Site (TS) within the ambit of the RCSA. Considering the above, it is important that the RCSA provide quality training for potential BLS Instructors and hence the implementation of an effective BLS Instructor Training Policy.

Aims:

- To describe the RCSA/AHA BLS Instructor training process in a step-by-step manner.
- To provide the basis for the development of an information document that can be sent out to potential BLS Instructor candidates who enquire about courses.

1. Pre-Entry Requirement: BLS for HCP

- Entry onto the AHA/RCSA BLS Instructor Course requires a valid non-expired AHA/RCSA BLS Provider course completion card (BLS is required for AHA Instructor candidates and BLS or CPR for Professionals is required for RCSA/Local Instructor candidates.) There are no exceptions to this requirement.
- Each candidate registered to attend a BLS Instructor Course is to receive their own personal BLS Instructor Manual prior to the course date, ensuring sufficient time to prepare adequately for the Instructor Course and written examination. The choice of either a physical/hard copy (paper version) or an e-manual is to be discussed and finalized prior to the course between the responsible Faculty Member and Instructor candidate, to ensure the material is ordered timeously. If this is ordered directly from the AHA online, proof of payment must be submitted with the relevant Instructor documentation. Faculty Members remain ultimately responsible for ensuring the relevant Instructor material is available to Instructor candidates prior to the instructor course. All queries to be referred to the Faculty Member concerned for any clarification.
- Attendance of non-healthcare providers (i.e., persons not registered with a statutory healthcare body) is at the discretion of the Faculty Member running the instructor course.

2. Consideration of TS Alignment

BLS Instructors are required to align with an RCSA-approved TS to receive instructor status. This can be achieved in one of two ways:

- The potential BLS Instructor can apply to an already accredited BLS TS for membership; or
- The potential BLS Instructor can apply to the RCSA for accreditation of their own BLS TS during the process of instructor certification. This has financial implications and all potential BLS Instructors must be made aware of this from the outset, prior to enrollment onto the instructor course. The relevant policy on the accreditation of BLS TSs shall cover this option.
- It is strongly recommended that new instructors align with an existing RCSA TS for at least 6 months before establishing their own.

3. Complete the online AHA BLS Instructor Essentials Course

Instructor candidates will need to log on to elearning.heart.org and register for and complete the BLS Instructor Essentials Course (costs approximately \$46 USD). Upon completion, a certificate will be issued and this needs to be printed and sent to the Faculty Member (Instructor Trainer) responsible for running the Instructor Course. It is acceptable to complete this step any time prior to or up to 10 days after the instructor course, before being monitored.

4. Complete the 2-day RCSA and AHA Classroom-based BLS Instructor Course

- Day 1 will cover AHA and RCSA organizational structures as well as policies and procedures. This will be followed by a presentation on Educational Techniques.
- Day 2 will be a mock BLS/Heartsaver course (relevant to level of Instructor) that provides teaching tips on each section and affords the instructor candidate the opportunity of applying teaching principles learned on day 1 in an environment that allows constructive feedback.

5. Successful Written Assessment and Course Monitoring

- Instructor candidates are required to pass the AHA and RCSA's BLS written Instructor assessment with a minimum score of 84%.
- Upon completion of the preceding steps, Instructor candidates will be required to independently arrange a BLS Course (or Heartsaver Course if intending to qualify as a Heartsaver Instructor) on which they will be monitored, in person by the Faculty Member who ran their Instructor Course (or another nominated Faculty member).
- The monitored course must be held within 180 days (6 months) of the Instructor Course, failing which Day 1 of the instructor course will have to be repeated before this step can be undertaken.

6. Submission of Instructor Documentation to the RCSA Office

Upon successful monitoring and completion of the above steps, the Faculty Member responsible for mentoring and assessing the instructor candidate must, within 10 working days, submit the following documents to the RCSA Office for Instructor registration:

- **Document A:** Registration form for new Instructors
- **Document B:** International training agreement
- **Document C:** AHA Instructor monitoring form
- **Document D:** BLS Instructor assessment answer sheet (for the written test)
- **Document E:** The signed copy of the instructor candidate pre-course information
- **A signed Security of RCSA / AHA Test Agreement (Policy #3)**
- **A signed Code of Conduct**
- **A signed RCSA POPI Policy Statement (Policy #34)**
- **A copy of the candidate's BLS course completion card**
- **A copy of the candidate's AHA online BLS Instructor Essentials certificate**
- **A copy of a Heartsaver First Aid certificate (if applicable)**
- **New Training Site registration form (if applicable)**
- **Proof of payment of AHA online purchase (if applicable)**

Faculty Members are responsible for the submission of the above documentation and must ensure that all sections are fully completed, and the relevant sections are signed.

Should the Instructor candidate be registering their own TS, to fulfill the TS alignment criteria, then the responsible Faculty Member is to forward the completed TS application together with the relevant report (as per the policy on accreditation of a BLS TS).

7. Issuing of the Instructor Course Completion Card

Once the above steps have been successfully completed, the RCSA's Administrative Secretary will issue the Instructor Course completion card and information pack.

Newly qualified BLS Instructors will be able to teach up to 6 participants with 2 sets of equipment. Once the Instructor feels comfortable and confident to handle an increased number of participants, they may increase the number of participants to 9. For CPR for Family and Friends training, more experienced instructors (as defined in previous sentence) may train any reasonable number of participants on a course provided a student: manikin ratio of 3: 1 is maintained.

8. RCSA / AHA BLS Instructors teaching local RCSA courses

Since training principles used to teach Local RCSA courses are like those used to teach AHA courses, all RCSA/AHA BLS & Heartsaver Instructors will be able to teach the Local RCSA designed courses with no further training required provided that the instructor purchases the relevant Instructor material for the course to be run and personally ensures that he/she is orientated regarding the course presentation.

<i>RCSA Policy Title:</i>	RCSA BLS Instructor Training Process	<i>Date Implemented:</i>	Nov 2010
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