



RESUSCITATION COUNCIL of SOUTHERN AFRICA

RCSA Policy Statement # 12(L)



RCSA LOCAL INSTRUCTOR TRAINING PROCESS

Overview:

The Resuscitation Council of Southern Africa (RCSA) Instructor course is a professional certification that allows successful candidates to facilitate the most up to date RCSA CPR 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 Instructors and hence the implementation of an effective Instructor Training Policy.

Aims:

- To describe the RCSA local 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 local Instructor candidates who enquire about courses.

1. Pre-Entry Requirement: BLS or CPR for Professionals Certificate

- Entry onto the RCSA local Instructor course requires a valid non-expired RCSA/AHA BLS Provider or CPR for Professionals course completion card. There are no exceptions to this requirement.
- Each candidate registered to attend an RCSA Instructor course is to receive their own personal Instructor material in the form of the RCSA Flash Drive and Instructor pack prior to the course date, ensuring sufficient time to prepare adequately for the instructor course and written examination. 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

Local 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 Instructor can apply to an already accredited RCSA TS for membership; or
- The potential Instructor can apply to the RCSA for accreditation of their own TS during the process of Instructor qualification. This has financial implications, and all potential Local 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 accrediting their own.

3. Complete the 2-day RCSA Classroom-based Instructor Course

- Day 1 will cover 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 CPR for Professionals / CPR for Everyone course (relevant to level of Instructor) which 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.

4. Successful Course Monitoring and Written Assessment

- Instructor candidates are required to pass the 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 CPR for Professionals (or CPR for Everyone course if only intending to qualify at this level) on which they will be monitored, in person by the Faculty Member who ran their Instructor course (or 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.

5. 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 1:** Registration form for new Instructors
- **Document 2:** Training agreement
- **Document 3:** Instructor monitoring form
- **Document 4:** BLS Instructor assessment answer sheet (for the written test)
- **Document 5:** The signed copy of the instructor candidate pre-course information
- **A signed Security of RCSA Test Agreement (Policy #3)**
- **A signed Code of Conduct**
- **A signed RCSA POPI Policy Statement (Policy #34)**
- **A copy of the candidate’s relevant pre-entry course completion card**
- **New Training Site registration form (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).

6. Issuing of the Instructor Course Completion Card

Once the above steps have been completed, the RCSA’s Administrative Secretary will issue the instructor course completion card and information pack.

Newly qualified RCSA 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.

<i>RCSA Policy Title:</i>	RCSA BLS Instructor Training Process	<i>Date Implemented:</i>	April 2015
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