



RESUSCITATION COUNCIL OF SOUTHERN AFRICA

RCSA Policy Statement # 29



RCSA QUALITY ASSURANCE PLAN

PART 1: RCSA PERSONNEL

1.1 RCSA INTERNATIONAL TRAINING CENTRE COORDINATOR

- 1.1.1 The RCSA ITC Coordinator is the official representative of the Resuscitation Council of Southern Africa serving as the primary contact between the AHA and the RCSA.
- 1.1.2 The RCSA ITC Coordinator is appointed by the Executive Committee of the RCSA and must possess the appropriate skills to perform and manage all ITC responsibilities as detailed in the AHA's Program Administration Manual.
- 1.1.3 The AHA must be notified within 30 days of any change in the appointment of the RCSA ITC Coordinator.

1.2 RCSA FACULTY (INSTRUCTOR TRAINERS)

- 1.2.1 RCSA Faculty are responsible for quality assurance and the monitoring of RCSA Instructors.
- 1.2.2 RCSA Faculty are regarded as the educational leaders of the RCSA and must ensure that quality instructor courses are offered within the RCSA.
- 1.2.3 RCSA Faculty status is conferred by the RCSA Executive Committee because of exemplary service to the RCSA and is not transferrable between ITCs. Relevant RCSA policies apply to nomination and appointment of RCSA Faculty at various levels.
- 1.2.4 RCSA Faculty responsibilities include:
 - Serving as an expert resource on ECC issues and protocols to Training Centre Faculty, Instructors and Training Centre staff.
 - Guiding and assisting Training Centres in the development of ECC Programs.
 - Being able to serve in an unbiased, objective capacity.
 - Recognizing and avoiding conflicts of interest, whether real or perceived.
 - Conducting on-site visits to Training Sites and assessing adherence to AHA guidelines.
 - Supporting community Chain of Survival initiatives.

- Mentoring new Faculty members and Instructors.
- Overseeing quality assurance.
- Monitoring Instructors' teaching abilities and completion of required documentation.
- Presenting at least two Instructor Courses per year – or as per demand.
- Maintaining current valid Instructor status.
- Attending orientation and updates as required.
- Cultivating and mentoring new and potential candidates for Faculty.

1.2.5 RCSA Faculty are appointed for a two-year period, and thereafter as required. A reappointment motivation must be submitted by the applicant, detailing how the faculty member supported ECC programs during the appointed term. Reappointment will be determined by fulfilment of the above Faculty responsibilities during the previous term.

1.2.6 RCSA Faculty are responsible for encouraging and driving Quality Assurance and Quality Improvement within the RCSA, ensuring TS administration reviews are up-to-date and progressive in each of the TSs under their ambit of responsibility. As is the norm in the AHA, this function is voluntary and without financial compensation.

1.2.7 Criteria for nomination to RCSA Faculty status are detailed in the following RCSA Policy Statements:

- Criteria for Nomination to RCSA BLS TC Faculty Status – RCSA Policy # 23.
- Criteria for Nomination to RCSA National BLS Faculty Status – RCSA Policy # 24(b).
- Criteria for Nomination to RCSA ACLS Faculty Status – RCSA Policy # 25.
- Criteria for Nomination to RCSA PALS Faculty Status – RCSA Policy # 26.

1.3 RCSA INSTRUCTORS

1.3.1 RCSA Instructors are experienced providers who are allowed, in their legal scope of practice, to perform the skills that they are teaching.

1.3.2 RCSA Course participation criteria are detailed in the following RCSA Policy Statements:

- RCSA Provider Course Entry Requirements – RCSA Policy # 6.
- RCSA ACLS/PALS Course Participation Requirements – RCSA Policy # 7.

1.3.3 RCSA Instructor training processes are detailed in the following RCSA Policy Statements:

- RCSA BLS Instructor Training Process – RCSA Policy # 12.
- RCSA Criteria for Nomination to ACLS Instructor Status – RCSA Policy # 13.
- RCSA Criteria for Nomination to ACLS-EP Instructor Status – RCSA Policy # 14.
- RCSA Criteria for Nomination to PALS Instructor Status – RCSA Policy # 15.

1.3.4 RCSA procedures for maintaining Instructor quality and Instructor renewal are detailed in the following RCSA Policy Statements:

- RCSA Updating of Instructors – RCSA Policy # 17.
- RCSA Lapsed Instructor Status – RCSA Policy # 18.
- RCSA Accreditation of Instructors from other AHA ITCs– RCSA Policy # 19.

1.4 INTERNAL DISPUTE RESOLUTION

Refer to RCSA Policy #27.

PART 2: EQUIPMENT

- 2.1 RCSA Training Sites must have all the appropriate equipment available at all Courses as laid out in the relevant Course Instructor Manual and RCSA Policies.
- 2.2 If the Training Site does not own the necessary equipment, it must have a formal Letter of Agreement from the institution that will make the equipment available for ongoing Training Centre training commitments.
- 2.3 RCSA BLS Training Site Equipment – RCSA Policy # 9.
- 2.4 RCSA ACLS Training Centre Equipment – RCSA Policy # 10.
- 2.5 RCSA PALS Training Centre Equipment – RCSA Policy # 11.

PART 3: RCSA TRAINING SITES

- 3.1 RCSA Training Sites are expected to abide by all AHA and RCSA policies and procedures.
- 3.2 All Training Sites are expected to have adequate resources to support a high standard of ECC training.
- 3.3 Training Sites are required to maintain accurate training records and submit Training Reports promptly to the RCSA bi-annually.
- 3.4 The responsibilities of RCSA Training Sites are detailed in RCSA Policy #1.
- 3.5 RCSA Training Sites will be monitored on a regular basis to enhance quality assurance and quality improvement.
- 3.6 All RCSA Training Sites will have a signed Agreement with the RCSA to ensure compliance with AHA and RCSA policies.

PART 4: TRAINING MATERIALS

- 4.1 All RCSA Course participants will be issued with a personal copy of the current appropriate Provider Manual for the Course that they are taking.
- 4.2 Participants must receive the manual timeously before the respective course to allow for adequate preparation and use the manual during and after course completion.
- 4.3 Course manuals are obtainable directly from the offices of the RCSA. Participants may not share or photocopy AHA training materials.

- 4.4 Participants are encouraged to complete the appropriate online pre-course self-assessment prior to course participation.

PART 5: SECURITY OF MATERIALS

- 5.1 Refer to RCSA Policy #3 on Security of Tests.
- 5.2 Only the RCSA ITC Coordinator may order AHA Course Completion Cards from the AHA.
- 5.3 AHA Course Completion Cards are only supplied to registered RCSA Instructors upon purchase of the relevant Course Provider Manual. AHA Course Completion Cards are not sold separately, and may not be sold to anyone who is not a registered RCSA Instructor.

PART 6: COURSE FEEDBACK

- 6.1 RCSA Instructors are expected to obtain written feedback from all Course participants.
- 6.2 Course participants may provide written feedback to the instructor or relevant Training Site, or directly to the RCSA offices.
- 6.3 A RCSA/AHA Course Evaluation Feedback Questionnaire is to be used to obtain written feedback from Course participants – RCSA Policy # 5.

PART 7: PROGRAM GROWTH

- 7.1 The RCSA has appointed dedicated Medical Directors at each of its ALS Training Sites to ensure growth and high-quality training within our Instructor Network:
- Responsibilities and Functions of the ACLS Medical Director – RCSA Policy # 21.
 - Responsibilities and Functions of the PALS Medical Director – RCSA Policy # 22.
- 7.2 The RCSA compiles an annual Training Pyramid, reflecting the growth of our organization and the number of candidates trained every year on each AHA Course.
- 7.3 The RCSA is proud of its International Quality Differentiators, which places the RCSA ahead of other Training Centres about quality training and professional expertise – RCSA Policy # 20.
- 7.4 The Resuscitation Council of Southern Africa is proud to be regarded as a Centre of Excellence, offering the highest international standards of emergency care training in Southern Africa and beyond.

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