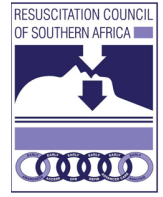




RESUSCITATION COUNCIL OF SOUTHERN AFRICA



RCSA Policy Statement # 1

RESPONSIBILITIES OF RCSA TRAINING SITES

The RCSA Training Site (TS) is the key organizational component of the training network that helps the AHA and RCSA achieve its mission efficiently and effectively.

Each TS must either own or have service level agreements (SLA) in place to hire the training videos and equipment appropriate to the courses they wish to offer. TSs may hire or loan such equipment and training videos to RCSA registered instructors. The TS may charge instructors a fee to cover the administration costs of running the TS and the purchase of the appropriate training videos and equipment.

The TS Coordinator is a representative of the TS and is the primary contact for the RCSA. The TS is responsible for selecting the TS Coordinator (TSC). The AHA expects the TSC to have the appropriate skills to either perform or manage all TS responsibilities. It is recommended but not mandatory that the TSC be a current Instructor in at least one discipline.

The TSC is responsible for all Instructors linked to their TS and ensures that all Courses are conducted strictly in accordance with AHA and RCSA policies guidelines. All Instructors must have a valid AHA or RCSA instructor certificate and have a firm working knowledge of the training materials, including textbooks and certificates to be issued for each specific course. All examination material must be always kept under strict lock and key. Appropriate certificates must be provided to all candidates who successfully complete an AHA/RCSA Course.

The TSC must ensure that all Instructors linked to their TS attend regular updates as prescribed by the AHA/RCSA before their Instructor certificates expire. Each Instructor's expiry date should be kept on record at the TS.

The TS must ensure that all their instructors submit their training statistics to the TSC at the beginning of January and the beginning of July each year as this is a contractual obligation between the RCSA and the AHA. Instructors and TSs who fail to submit accurate training statistics to the RCSA by 15 January and 15 July respectively will immediately be removed from the list of registered instructors and TSs, as this is regarded as a breach of our international contract. A reinstatement fee of R500-00 will be payable if the instructor or TS wishes to re-register with the RCSA.

The TS must be prepared for on-site inspections by a RCSA Faculty Member or EXCO-appointed representative to assess TS's teaching premises, teaching aids, medical and instructional equipment, manikins, teaching standards and adherence to AHA and RCSA policies.

TSCs who are not instructors will be required to attend day 1 of the BLS instructor course or a TSC workshop to familiarize themselves with the relevant RCSA policies.

TSCs may allow various permissions to individual instructors on the AHA's ATLAS system and may, in addition, appoint Training Site Administrators (TSAs) on this system by providing permissions and appointments as per the relevant ATLAS guide.

TSs that offer only RCSA courses will not have access to the AHA's ATLAS system and will generate course completion certificates manually using the RCSA's paper certificate and relevant template.

<i>RCSA Policy Title:</i>	Responsibilities of RCSA Training Sites	<i>Date implemented:</i>	May 2009
<i>Compiled by:</i>	RCSA Executive Committee	<i>Last reviewed:</i>	January 2024
<i>Custodian:</i>	Darren Van Zyl	<i>Policy ref</i>	Policy # 1