



RESUSCITATION COUNCIL OF SOUTHERN AFRICA



RCSA Policy Statement # 17

UPDATING OF RCSA INSTRUCTORS

Overview:

The Resuscitation Council of Southern Africa (RCSA) has a network of instructors at various levels (Local, Heartsaver, Basic Life Support, and Advanced Life Support) who are registered with the RCSA for a period of two years as active instructors. Thereafter all instructors are required to update their status, which includes re-monitoring and assessment, up to 3 months prior to the expiry date indicated on their instructor certificate.

Aims:

- To provide the eligibility criteria for instructor re-monitoring and updating
- To delineate the process involved in updating instructors at various levels

1. Eligibility for Instructor Re-monitoring and Updating

Eligibility for instructor updating is as follows:

- 1.1 The instructor must have presented at least two of any AHA or RCSA courses per year relevant to the level of instructor in the last two years (i.e., four courses in total). Persons wanting to update as RCSA Local Instructors only (i.e., not AHA aligned) need to have presented at least 4 of any of the Local RCSA courses (excluding Baby Basics) in the last 2 years.
- 1.2 Only in special circumstances, and on a case-by-case basis, can the above criteria be waived, and only upon application to and consideration by the relevant National Faculty, (e.g., Clinical Emergency Medicine Specialists who are providing constant in-house training on resuscitation in their clinical environment, may apply to have the 2-course requirement waived).
- 1.3 The update process needs to be completed before the expiry date reflected on the instructor certificate. Only in special / exceptional circumstances may the process be completed within 90 days beyond the expiry date: and only upon application and approval by the relevant faculty committee.

Extension requests must be made in writing with a motivation provided and sent to the RCSA office via email for forwarding to the relevant faculty committee who will decide on the granting of extension without having to repeat the instructor training process. Such extensions must be requested and granted at least 30 days prior to the instructor's expiry date, and a confirmed assessment date booked. Since the AHA ATLAS system automatically deregisters expired instructors, there will be an administration fee charged to re-load the instructor.

- 1.4 ACLS / PALS instructors who maintain their ALS instructor status will automatically be updated as BLS instructors without requiring re-monitoring on their BLS course.

2. BLS, Heartsaver and Local Instructor Updating

Instructors who meet the eligibility criteria for updating their instructor status should follow the following steps:

- 2.1 The instructor is responsible for being aware of their own registration and expiry status; it is expected that the instructor will take the responsibility to initiate their own re-monitoring within the specified time.
- 2.2 The instructor should personally make contact with a BLS Faculty member (details on www.resus.co.za) to make a booking, to arrange for the Faculty member to be on-site on the day of re-monitoring; or to request permission from the Faculty member to undertake video monitoring. This should be done up to 3 months in advance, prior to the expiry date.
- 2.3 The instructor will need to personally arrange a BLS course (or Heartsaver course if updating Heartsaver instructor status only; or RCSA Local course if updating as a Local Instructor) with a minimum of four participants (i.e., at least two practice groups) and undertake all the pre-course preparation for the course.
- 2.4 If the instructor chooses to complete the instructor monitoring assignment (preferred method) as opposed to re-writing the instructor multiple-choice question paper, the instructor must complete the assignment prior to the day of re-monitoring and submit it to the faculty member prior to / on the day (or together with the video if updating via video).
- 2.5 The instructor must undertake the re-monitored session either in the presence of a faculty member, or by recording the entire course (from start to finish, excluding written MCQ examination) onto video. **The video must be accompanied by a written self-reflection report** and the prescribed video monitoring fee, payable to the RCSA Faculty member, to receive an updated instructor card. Video monitoring may only be done every alternate assessment, meaning that an in-person assessment is required at least every four years.
- 2.6 The instructor must assist the faculty member in the completion of the documents required for submission to the RCSA office (ensuring instructor details remain current).
- 2.7 If an official science update is required by the RCSA and / or the AHA, the instructor must complete this update.
- 2.8 Upon successful completion of the above steps, BLS, Heartsaver, or Local instructor status will be extended for a further two years and an updated instructor card will be issued by the RCSA office after the relevant documents (completely and accurately filled in) have been submitted by the faculty member.
- 2.9 During the monitored session of a training site coordinator, the faculty member should request the TS admin review documentation for scrutiny during the re-monitoring.
- 2.10 Should the instructor require remediation, a second attempt at monitoring will be allowed. This must be done with the faculty member present (and not a video recording.) This must be arranged within 30 days and preferably prior to the expiry date on their instructor certificate.
- 2.11 Instructors have the option of attending an instructor update, if available, run by a Teaching Faculty member every alternate update and would therefore require a full assessment running a course at least every four years. Submission of the instructor assignment will also be required.

3. Advanced Cardiovascular Life Support (ACLS) Instructor Updating

ACLS instructors who meet the eligibility criteria for updating their instructor status should follow the following steps:

- 3.1 The instructor should personally make contact with an ACLS Faculty member (details on www.resus.co.za) to make a booking to arrange for the Faculty member to be on-site on the days of re-monitoring; or to request permission from the Faculty member to undertake video monitoring
- 3.2 Preferably, the instructor will need to arrange an ACLS course at their primary TS, and undertake all the pre-course preparation for the course (or ensure that their Training Site has done this appropriately)
- 3.3 Instructors can either perform the monitored session in the presence of a Faculty member; or submit a video recording of the following sections of the ACLS course being presented:
 - Teaching High Quality BLS
 - Teaching either Bradycardia or Tachycardia skills station
 - Full Megacode (with debriefing) done by a participant

The video must be accompanied by a written self-reflection report and the prescribed video monitoring fee, payable to the RCSA Faculty member, to receive an updated instructor card.

- 3.4 The instructor must assist the faculty member in the completion of the documents required for submission to the RCSA office (ensuring instructor details remain current)
- 3.5 If an official science update is required by the RCSA and / or the AHA, the instructor must complete this update.
- 3.6 Upon successful completion of the above steps, ACLS instructor status will be extended for a further two years and an updated instructor card will be issued by the RCSA office after the relevant documents have been submitted by the faculty member.
- 3.7 Should the instructor require remediation a second attempt at monitoring will be allowed. This must be done with the faculty member present (and not a video recording).
- 3.8 ACLS instructors have the option of attending an ACLS EP course as a means of updating their ACLS instructor status, but this will only be allowed every alternate update (i.e., the instructor requires monitoring of their teaching at least every 4 years). On day 1 of the EP course, the updating instructor should present the required cases (as per 3.3) for assessment.

4. Pediatric Advanced Life Support (PALS) Instructor Updating

PALS instructors who meet the eligibility criteria for updating their instructor status should follow the following steps:

- 4.1 The instructor should personally make contact with a PALS Faculty member (details on www.resus.co.za) to make a booking to arrange for the Faculty member to be on-site on the days of re-monitoring; or to request permission from the Faculty member to undertake video monitoring

- 4.2 The instructor will need to arrange a PALS course and undertake all the pre-course preparation for the course (or ensure that their Training Site has done this appropriately)
- 4.3 Instructors can either perform the monitored session in the presence of a Faculty member on day 2 of the PALS course; or submit a video recording of the following sections of the PALS course being presented:
- One (1) cardiac core case being presented (including debriefing) as selected by the instructor
 - One (1) respiratory core case being presented (including debriefing) as selected by the instructor
 - One (1) shock core case being presented (including debriefing) as selected by the instructor
- The video must be accompanied by a written self-reflection report and the prescribed video monitoring fee, payable to the RCSA, to receive an updated instructor card.
- 4.4 The instructor must assist the faculty member in the completion of the documents required for submission to the RCSA office (ensuring instructor details remain current)
- 4.5 If an official science update is required by the RCSA and / or AHA, the instructor must complete this update.
- 4.6 Upon successful completion of the above steps, PALS instructor status will be extended for a further two (2) years and an updated instructor card will be issued by the RCSA office after the relevant documents have been submitted by the PALS Faculty member
- 4.7 Should the instructor require remediation a second attempt at monitoring will be allowed. This must be done with the faculty member present (and not a video recording).
- 4.8 PALS instructors have the option of attending a PALS EP course (if available) as a means of updating their PALS instructor status, but this will only be allowed every alternate update (i.e., the instructor requires monitoring of their teaching at least every 4 years). On day 1 of the EP course, the updating instructor should present the required cases (as per 4.3) for assessment.

5. Advanced Cardiovascular Life Support for Experienced Providers (ACLS-EP) Instructor Updating

ACLS-EP instructors who meet the eligibility criteria for updating their instructor status should follow the following steps:

- 5.1 The instructor should personally contact an ACLS-EP Faculty member (details on www.resus.co.za) to make a booking to arrange for the faculty member to be on-site on the day of re-monitoring.
- 5.2 The instructor will need to arrange an ACLS-EP course and undertake all the pre-course preparation for the course (or ensure that their Training Site has done this appropriately).
- 5.3 Re-monitoring of an ACLS-EP instructor is done on day two of the course with the faculty member present.
- 5.4 The instructor must assist the faculty member in the completion of the documents required for submission to the RCSA office (ensuring instructor details remain current)
- 5.5 If an official science update is required by the RCSA and / or AHA, the instructor must complete this update.
- 5.6 Upon successful completion of the above steps, ACLS-EP instructor status will be extended for a further two (2) years and an updated instructor card will be issued by the RCSA office after the relevant documents have been submitted by the faculty member

6. Advanced CPR for Professionals (RCSA)

6.1 Instructors who maintain current ACLS instructor status will automatically be updated to offer this course also.

6.2. Instructors who are registered as Advanced CPR for Professionals instructors only will need to follow the same process and ACLS instructors but will not be required to submit the section on dysrhythmia management since this is not covered on the Advanced CPR for Professionals course.

7. Minimum requirements and updating during COVID / another pandemic

7.1 The relevant RCSA faculty may lower the minimum number of courses required for pre-entry into the instructor update process for a specified period as communicated via written memo

7.2 The relevant RCSA faculty may allow an approved update for the purposes of updating instructor status in place of re-monitoring. This will be communicated via written memo to instructors for a specified period.

8. Submission of monitoring documents by RCSA Faculty

RCSA Faculty who complete instructor monitoring sessions are required to submit the complete set of required documents to the RCSA office within 10 days of the instructor assessment; and before the instructor's expiry date so that the office can update the instructor before the AHA ATLAS system automatically de-registers them.

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