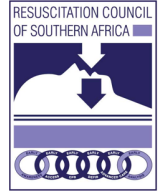




RESUSCITATION COUNCIL of SOUTHERN AFRICA



RCSA Policy Statement # 18

LAPSED RCSA INSTRUCTOR STATUS

Overview:

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

Aims:

- To delineate the steps involved in deregistration of lapsed instructors
- To delineate the steps involved in re-registering as an instructor following lapsed instructor status

1. De-Registration of Lapsed Instructors

Instructor status at all levels is valid for a period of two years from the date of the instructor course in the case of newly certified instructors; and extended for a further two years in the case of updated instructors. Instructors are primarily responsible for monitoring the period of their validity and ensuring that they undertake the updating process before the expiry date as reflected on their instructor certificate.

Eligibility for instructor update is as follows:

- The AHA instructor must have presented at least two AHA courses per year in the last two years (i.e., four courses)
- Only in special circumstances can the above criteria be waived, and only upon application to and consideration by the relevant National Faculty.

Training Sites (TSs), as part of their function, are required to maintain records on the instructors registered under their TS. As such, TSs should monitor the validity of their instructors and should notify and remind instructors who are due for updating, preferably at least 90 days prior to the date upon which they will lapse.

The RCSA office sends out a summary of instructors listed under TSs to the TS coordinator every six months (coinciding with the 6-monthly statistical reporting period). Such a summary contains the expiry date of each instructor and therefore TSs are continually aware of which instructors are due for renewal.

Should the RCSA office not receive the necessary documents required to update a particular instructor by the expiry date of their instructor status, the RCSA office shall attempt to contact the instructor in question to advise

him / her that they will be deregistered as an instructor within 90 days if the required process has not been completed.

The process required to update instructor status is described in the “updating of instructors policy” (RCSA Policy #17).

The RCSA will automatically deregister instructors 90 days after the expiry date reflected on their certificate if the required process has not been completed.

2. Re-Registration of Lapsed Instructors

Instructors who have been de-registered under section one above will need to complete the following steps should they wish to re-register as an instructor:

- Complete the 2-day instructor course relevant to the level of instructor status.
- The lapsed instructor must be re-monitored within 180-days following attendance on the relevant course.
- A re-registration fee equivalent to the annual instructor fee relevant to the level of instructor status in question must be paid. This will also cover the fee charged in Policy 17 to re-load the instructor onto the AHA’s ATLAS system.
- Due to the limited availability of ALS instructor courses, ALS instructors who have lapsed within the previous 24 months who wish to update may, as an alternative to attending an instructor course, attend a full provider run by an RCSA faculty member with the aim of observing and co-presenting prior to booking monitoring on at least 50% of a provider course at the relevant level.

Once the above steps have been completed, the instructor will be issued with an updated instructor certificate valid for a further two-year period.

<i>RCSA Policy Title:</i>	Lapsed RCSA Instructor Status	<i>Date implemented:</i>	March 2011
<i>Compiled by:</i>	RCSA Executive Committee	<i>Last Reviewed:</i>	January 2024
<i>Custodian:</i>	Darren Van Zyl	<i>Policy ref</i>	Policy # 18