



RCSA Policy Statement # 23

CRITERIA FOR NOMINATION TO RCSA BLS MONITORING and / or TRAINING CENTRE FACULTY STATUS (BLS TC INSTRUCTOR TRAINER)

1. Active RCSA / AHA BLS and Heartsaver Instructor status
2. Possession of the BLS instructor lesson maps as well as other lesson maps for which the instructor runs provider courses.
3. Either personal possession of all AHA provider training material (manuals and DVD sets) for BLS, Heartsaver and Family and Friends; **or** access to such material through the Training Site to which the potential faculty member is linked.
4. Letter of motivation and nomination by a current BLS Faculty Member to be endorsed by BLS National Faculty prior to steps 5 and 6 below
5. Completion of the AHA Online BLS Essentials Course (This may have been done as part of the potential faculty member's initial BLS instructor course but certificate to be provided).
6. Participate satisfactorily as an observer and potential BLS Faculty Member on at least one BLS Instructor Course held by a current BLS Faculty Member
 - No fee payable
7. Attend one monitoring session of a potential BLS instructor with a current Faculty Member to be mentored in the process of monitoring and providing feedback.
8. Monitor at least a further 4 BLS / Heartsaver instructors (either on initial monitoring or re-monitoring) under the guidance and moderation of a current BLS faculty member (who does not necessarily need to be present during this monitoring but must moderate and sign the monitoring forms prior to submission to the RCSA offices).
9. After completion and submission of the relevant registration form by the BLS Faculty Member, the instructor will be registered as "Monitoring Faculty".
10. Persons may exit the process at this step and shall be entitled to monitor new and existing instructors but not run instructor courses ("Monitoring faculty")
11. Attend the RCSA's faculty development workshop (Or a second 2-day BLS instructor course run by a current BLS Teaching / National Faculty Member with the purpose of observing and co-presenting sections assigned).

12. Be successfully monitored by a current National BLS Faculty Member on a BLS Instructor Course
 - Monitoring fee to be negotiated by potential Teach Faculty and National Faculty performing the monitoring.
13. Sign acknowledgement of Faculty Responsibilities Document

Note: Persons wishing to qualify as RCSA Faculty to run RCSA instructor courses only will follow the same process but should own the RCSA course material and attend the RCSA instructor course in step 6, monitor RCSA instructors in steps 7-9, and run an RCSA instructor course in step 11.

Faculty Remediation process.

Should the Faculty Member be found not to be meeting their faculty responsibilities, the following remediation process will occur:

1. The Faculty Member will enter a period of remediation with an assigned National Faculty member that should not exceed 6 months. During this period, the member will be mentored in correct policies and procedures required at faculty level.
2. After successful remediation, the member will remain on probation for the duration of their term as faculty.
3. Should remediation be unsuccessful, or indiscretion re-occurs during the probation period, the National Faculty committee has the right to suspend the member’s faculty status.
4. Re-application to faculty will then require the member to start the faculty process over, starting with a nomination.

| | | | |
|---------------------------|---|--------------------------|--------------|
| <i>RCSA Policy Title:</i> | Criteria for Nomination to AHA BLS Training Centre Faculty Status | <i>Date implemented:</i> | Feb 2010 |
| <i>Compiled by:</i> | RCSA Executive Committee | <i>Last Reviewed:</i> | January 2024 |
| <i>Custodian:</i> | Darren Van Zyl / Neil Kelham | <i>Policy ref</i> | Policy # 23 |