



RESUSCITATION COUNCIL OF SOUTHERN AFRICA



RCSA Policy Statement # 23(a)

RCSA BLS FACULTY (INSTRUCTOR TRAINER) RESPONSIBILITIES

BLS Faculty responsibilities include:

- Serving as an expert resource on BLS issues and protocols to BLS Training Centre Faculty, BLS Instructors, and BLS Training Site staff.
- Guiding and assisting BLS Training Site in the development of BLS Programs.
- Being able to serve in an unbiased and objective capacity.
- Recognizing and avoiding conflicts of interest, whether real or perceived.
- Conducting on-site visits to BLS Training Site and assessing adherence to AHA and RCSA guidelines.
- Supporting community Chain of Survival initiatives.
- Mentoring new BLS Faculty Members and BLS Instructors.
- Overseeing quality assurance:
 - Checking equipment
 - Preparation of the course to be monitored
 - Actual interactive teaching
 - Record keeping
- Monitoring BLS Instructors' teaching abilities and completion of required documentation.
 - Within the first week following an Instructor Course, a completed and signed Course Attendance Roster must be sent to lorraine@resus.co.za advising of the Instructor Course.
 - When a **new** Instructor is monitored, the certificates for the students on the provider course should be made out by, and in the name of the Faculty Member, as the new Instructor has not yet been registered or allocated a RCSA or AHA Instructor Number. The RCSA office will allocate certificates / e-cards ordered with the provider manuals for monitored courses to the responsible Faculty Member.
 - New Instructors will be invoiced pro-rata for annual instructor fees by the RCSA. New Instructors should be advised that if the TS they are aligning to charges them a TS alignment fee that this is over and above the RCSA instructor fee.
 - New Instructors cannot be monitored by video.
 - If the course participant has not received a manual, the instructor cannot issue a course certificate.
 - All AHA / RCSA course candidates must be issued a completion certificate within 20 working days of completion of the course. This is a PAM requirement. They need to be issued by the Faculty Member monitoring the potential Instructor.

- Forms A,B,C,D and E must be submitted to lorraine@resus.co.za as a complete pack after monitoring. Incomplete forms will not be processed. Forms to be submitted within 10 working days of the assessment, as per the AHA's PAM. This shall be the responsibility of the Faculty Member doing the monitoring.
 - A separate set of monitoring instructor documentation has been compiled for RCSA Local instructors. Forms 1,2,3,4 and 5 must be submitted to lorraine@resus.co.za as a complete pack. Incomplete forms will not be processed.
 - When Faculty are ordering BLS Instructor material for their new instructor Courses, they must be specific as to whether they are needing the instructor manual or instructor package. The name of the new instructor to receive the manual or package, must be indicated to orders@resus.co.za to be inserted on the invoice.
 - **BEFORE** re-monitoring an existing Instructor, the Faculty member should check the expiry date of the instructor to ensure that their Instructor status has not expired. If unsure, this can be checked with the RCSA office.
 - **BEFORE** re-monitoring an existing Instructor, the Faculty member should have already received the completed assignment, so this will not hold up the submission of the documents to the office. This applies to the Local Instructors as well.
 - **BEFORE** monitoring or re-monitoring an Instructor, the Faculty Member must be certain that that Instructor is in possession of their own copy of the required instructor material for the course they are presenting. If unsure, this can be checked with the RCSA office.
 - When monitoring NEW and/or EXISTING instructors, each Instructor must be monitored on their own, separate course. Two instructors may not be monitored presenting the same course.
 - RCSA Instructors may not use the AHA BLS Instructor DVD to present the Local CPR for Professionals course. If they do, there will be consequences should this come to the attention of the AHA.
 - After the BLS Instructor Course, the Faculty MUST assist the new Instructors to obtain their AHA ID Numbers. It is very difficult to assist them from the RCSA office. Lorraine has a "Draft" e-mail giving step-by-step instructions which is sent to the new instructor, and this can be sent to the faculty if required.
 - Faculty members must check with instructors who are updating how they were last monitored and may not monitor an instructor twice in a row via recording / DVD (i.e., instructors are expected to be monitored in person at least once every four years).
 - Maximum number of instructor candidates allowed on day 2 of the BLS instructor course is 9 participants.
- Presenting at least two BLS Instructor Course per year.
 - Maintaining current valid BLS Instructor status.
 - Attending orientation and updates as required.
 - Cultivating and mentoring new and potential candidates for BLS Faculty.

I accept the above responsibilities and functions as the BLS Faculty (Instructor Trainer) for the Resuscitation Council of Southern Africa for the period of 2 (two) years:

Name of BLS Faculty:

Signed: **Dated:**.....

Signed (RCSA Representative):.....

<i>RCSA Policy Title:</i>	RCSA BLS Faculty Status Responsibilities	<i>Date implemented:</i>	Aug 2017
<i>Compiled by:</i>	RCSA Executive Committee	<i>Last Reviewed:</i>	January 2024
<i>Custodian:</i>	Neil Kelham	<i>Policy ref</i>	Policy # 23(a)