



European Paediatric Life Support (EPLS) Provider Course Regulations 2011

1. General

- 1.1 All Course Directors, Instructors and Instructor Candidates must abide by the Resuscitation Council (UK) Code of Conduct.
- 1.2 Any profit made from EPLS provider courses should be used only for purposes directly related to resuscitation.
- 1.3 A registration fee for each candidate is payable to the Resuscitation Council (UK), in addition to the cost of the manual. No refunds or credits are available on unused registrations.
- 1.4 The EPLS provider course will last for a minimum of, or equivalent to, **2 full days**.
- 1.5 The Resuscitation Council (UK) discourages the payment of Honoraria and advises, in the interests of probity, that any such payment should be made through the Trust's Finance Department. For further guidance please see the "Payment of Honoraria to Resuscitation Council (UK) Instructors" statement.

2. EPLS Course Centres

- 2.1 Only an approved Course Centre may run the EPLS course.
- 2.2 Applications to become a Course Centre should be made in writing to the Resuscitation Council (UK) using the EPLS Course Centre application form and will be reviewed by the EPLS Subcommittee.
- 2.3 A Course Centre is regarded as the administrative centre from which the EPLS provider course is organised, rather than the geographical location of where a course is delivered or the person organising it. For example, a Trust that has 3 hospital sites but organises courses centrally from one site need only register as 1 centre.
- 2.4 A Course Centre may only organise courses within its own NHS region.
- 2.5 Where a Course Centre delivers a course at a new location, the Course Centre is responsible for ensuring that the facilities at the new venue are adequate.
- 2.6 The first course run by any Course Centre must be assessed by a Resuscitation Council (UK) EPLS course assessor who must be present for the entire course.
- 2.7 A Resuscitation Council (UK) EPLS course assessor is an experienced Instructor approved by the EPLS Subcommittee.

A list of current approved EPLS course assessors is available from the EPLS Co-ordinator at the Resuscitation Council (UK).

The Resuscitation Council (UK) will pay all reasonable expenses for EPLS course assessors. The EPLS course assessor should claim these from the Council rather than the Course Centre.

2. EPLS Course Centres (continued)

- 2.8** EPLS course assessors must not be counted as faculty.
If, however, they decide to teach their attendance will be counted towards their teaching practice requirements.
- 2.9** Course Centres must not be assessed by their own Course Director acting in the capacity of an approved EPLS course assessor.
- 2.10** Course Centres shall be re-assessed by members of the EPLS Subcommittee.
At each meeting, members shall review a set number of course centres. This will be achieved chronologically and the following information shall be reviewed:
- Course approval application
 - Candidate evaluation forms
 - Candidate results and MCQs
 - Course Director's report
 - Faculty feedback received
 - Final faculty list
 - Course programme
- 2.11** If a Course Centre does not run a course in more than **2 years**, its approval will lapse and a new application must be made to the EPLS Subcommittee.
- 2.12** Where concerns about individual Course Centres have come to light, the centre may be re-assessed and reviewed at any time at the discretion of the EPLS Subcommittee. The EPLS Subcommittee reserves the right to revoke Course Centre validation.
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3. Pre-course Organisation

- 3.1** The minimum number of candidates is 16 and the maximum is 32. Please contact the Resuscitation Council (UK) if you have less than the minimum number of candidates.

A maximum of 4 re-certification / reassessing candidates can be accommodated on Day 2 bringing the total to a maximum of 36.
- 3.2** Each EPLS provider course must be approved by the Resuscitation Council (UK). An approval form and course programme stating faculty allocations must be submitted a minimum of **6 weeks** before the course date. Late applications will not be granted approval. Courses will not be approved if these criteria are not met.

Course Centres will only be sent a certificate of registration and the manuals dispatched once the course has been approved.
- 3.3** Course material and the manual must be forwarded to the candidates at least **4 weeks** before the course starts.
- 3.4** Evaluation forms must be issued to candidates at the start of the course and be collected at the end. The originals are to be forwarded to the Resuscitation Council (UK) with the Course Director's report. The Course Centre should keep copies.
- 3.5** If human umbilical cords are used it is the Course Director's responsibility to ensure that written consent for this has been obtained from the parent(s). For further guidance please see sample 'Parental Consent' letter, and requirements for use of umbilical cords.
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4. Candidate Eligibility and Certification

4.1 The EPLS provider course is designed for healthcare professionals who would be expected to apply the skills taught as part of their clinical duties, or teach them on a regular basis. Appropriate participants include doctors, nurses and paramedics working in direct contact with children. All applicants should hold a current clinical appointment and professional healthcare qualification.

Medical students should be encouraged to complete a PILS course. Medical students in their final year of training can be accepted as candidates on an EPLS course provided they do not exceed 10% of the total number of candidates. A minimum of 25% of the candidates must be medically qualified. Medical students are not medically qualified

4.2 Candidates cannot successfully complete the course unless they are present throughout. If, for a legitimate reason, a candidate misses an element of the course, then provided they successfully pass all the assessment components they may be permitted to complete the missed element on another course within **3 months**.

Alternatively, and at the Course Director's discretion, the missed element may be reasonably covered on the existing course but this must not detract from the teaching provided to the other candidates.

4.3 Candidates who have successfully completed all the assessments and attended the entire course will receive a Resuscitation Council (UK) EPLS provider certificate valid for **4 years**.

4.4 Candidates with disabilities are eligible to undertake the Resuscitation Council (UK) EPLS provider course. Please refer to the "Position Statement on Disabled Candidates attending Resuscitation Council (UK) courses" and Disclaimer for further guidance.

5. Medical / Course Director & Faculty Requirements

5.1 Each course must be led by a Course Director who has been approved by the Resuscitation Council (UK) to direct EPLS courses. The Course Director does not need to be medically qualified. They are responsible for ensuring the smooth running of the course. The Course Director must ensure that records are kept during the course and is responsible for providing the Course Director's report at the end of the course.

The Course Director is responsible for ensuring that the course fully complies with the EPLS provider course regulations. Where the regulations are not met, the Resuscitation Council (UK) may retrospectively withdraw the course approval.

Each course must have a Medical Director (who may also act as the Course Director) who has been approved by the Resuscitation Council (UK). The Medical Director must be medically qualified and a minimum of Associate Specialist grade in a speciality allied to acute paediatrics, and credible to fulfil the position of medical lead on an EPLS course.

The Medical Director (if not the Course Director) will work alongside the Course Director to ensure that the course is run in accordance with the regulations. The Medical Director has certain additional responsibilities as outlined in the "Guidance for managing a candidate whose performance raises serious concerns for patient safety" during Resuscitation Council (UK) courses.

The Course Director and Medical Director must be present throughout the course in addition to 1 other medical Instructor.

5. Medical / Course Director & Faculty Requirements (continued)

- 5.1** (continued) Applications to become an approved Course Director or Medical Director should be made on an EPLS Course Director's application form. In order to be eligible, Instructors must have taught on **6** courses as a full Instructor, **3** of which should be EPLS courses approved by the Resuscitation Council (UK). The remainder can be ALS, GIC, NLS, APLS, ATLS, ATNC or MIMMS. 2 of these courses must have been in the last **year**. References are required from a current Resuscitation Council (UK) approved EPLS Course Director.
- 5.2** Each course should have a multidisciplinary faculty.
- There must be a minimum of 2 faculty (1 of whom must be medically qualified) for every skill or simulation station. There can be up to 8 candidates in each station.
- The ratio of faculty to candidates is 1:4. The Medical Director **can** be included as part of the required medical faculty.
- 5.3** The number of Instructor Candidates on the faculty should not exceed one third of the total number of EPLS Instructors. There is no limit to the number of recertifying instructors.
- 5.4** At least 50% of the faculty should be present throughout the course.
- 5.5** APLS Instructors may teach on EPLS provider courses but their initial Instructor experience should be as an Instructor Candidate. If thought appropriate by the faculty a second Instructor Candidate placement may be recommended which must be completed within **1 year**.
- 5.6** ERC EPLS instructors are eligible to instruct on EPLS UK courses. They must successfully complete 2 courses as an Instructor Candidate.
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6. Programme

- 6.1** The standard programme is based on 32 candidates split into 4 groups of 8.
- 6.2** The programme must be adhered to and the running order must not be changed.
- 6.3** Skill Stations and workshops should be supervised by a full Instructor.
- Lectures and open discussions should be delivered / led by a faculty member with credibility in that area.
- It is the responsibility of the Course Director to ensure suitable allocation of the lectures taking into account credibility, knowledge base and Instructor requirements.
- 6.4** The course materials are provided by the Resuscitation Council (UK) on CD. Course Centres should produce the materials in whichever format is most appropriate for their equipment.
- Limited additional teaching material may be provided by Course Centres on the understanding that it is appropriate and clinically relevant.
- 6.5** The Course Centre must supply, as a minimum, the equipment detailed in the equipment list.
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7. Assessment

7.1 MCQ papers must not be loaned or copied.

7.2 A total of 45 minutes will be allowed for the written paper and the pass mark is 74%.

7.3 Candidates must use a black or blue pen or HB pencil when filling in the answer sheet. The optical mark reader will not detect other types of ink or pencil.

Answers must be confined to the answer sheet provided.

When Course Centres mark the MCQ answer sheet, **only a yellow highlighter pen must be used** if the actual answer sheet is to be marked, as this colour will not adversely affect the optical mark reader used by the Resuscitation Council (UK).

7.4 There are 3 assessment components on the EPLS provider course:

1. Paediatric BLS with bag-mask ventilation
2. Assessment Simulation
3. MCQ

7.5 At least one EPLS Instructor and one other member of faculty who is either a full Instructor or an Instructor Candidate must supervise each assessment station.

Instructor Candidates can only lead an assessment under the supervision of a full Instructor.

7.6 Paediatric BLS with bag-mask ventilation continuous assessment

These skills are assessed by outcome based assessment during the skill station. If the candidate fails to demonstrate competency, opportunities for additional practice and assessment are provided during other skill stations and teaching simulations.

The candidate should be identified early and the faculty made aware prior to the start of the afternoon skill stations. This is to allow them to be observed performing the relevant skills at other opportunities later in the day. If necessary, remedial teaching should be provided by the mentor(s) at the end of Day 1 or prior to Day 2 teaching, in order that competency is demonstrated by the end of the morning of Day 2.

If the candidate has failed to achieve competency in BLS by the time of the assessment simulation on Day 2, they will have failed the outcome based assessment. They cannot resit this component and therefore cannot successfully complete the course.

7.7 Assessment Simulation

All candidates must be assessed using the same standardised assessment simulation, (i.e. from 1 of the 3 categories: Seriously ill child; Cardiorespiratory arrest; Trauma) as decided by the faculty.

If a candidate fails they should be re-tested using a different simulation but from the same category, (e.g. all candidates to be assessed using Cardiorespiratory arrest 1, and all re-tests using Cardiorespiratory arrest 2).

If a candidate fails the retest then they may be permitted to continue with the MCQ (if not already done). They need to be advised that they must pass the MCQ to be entitled to a third and final assessment simulation on another course within **3 months**.

Rarely, the faculty may recommend that a candidate would benefit from taking the entire course again rather than a third attempt at the assessment simulation. The third assessment simulation may or may not be on a future course and the location of this should be determined locally.

7. Assessment (continued)

- 7.8** Re-tests should be conducted by a different Instructor pair. Ideally, these should be observed or delivered by the Course Director / Medical Director.
- 7.9 MCQ**
If a candidate fails to achieve the pass mark on the MCQ but successfully completes their practical assessments on the course they may re-take their MCQ paper under invigilated conditions within **3 months**.
- 7.10** Course Directors' attention is drawn to the "Disabled Candidates attending Resuscitation Council (UK) courses" statement for details on managing assessments for candidates with disabilities.
- 7.11** Course Directors' attention is drawn to the "Guidance for managing a candidate whose performance raises serious concerns for patient safety". This provides guidance on how to assist Course Directors and faculty where there are very real concerns about a candidate's clinical safety, to the extent that they may be a significant danger to patients.
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8. Instructor Potential (IP)

- 8.1** Candidates who show exceptional ability, aptitude and credibility may be considered for Instructor training.

It is the faculty's decision to put forward ST Grades 1 or 2 for IP status.
- 8.2** Candidates are eligible for consideration for instructor training only after being nominated and seconded by instructors at the final faculty meeting. The whole faculty should then discuss each nominated candidate's performance using the IP appraisal form and guidance.
- 8.3** Recommendations for IP should ideally be unanimous, but if one faculty member is opposed the Course Director may make the final decision.
- 8.4** Those recommended as having IP should be informed immediately after the course and issued with the Instructor course opt-in form and accompanying letter. All recommendations for IP status must be marked clearly on the result sheet and individually named in the Course Director's report.
- 8.5** It is strongly recommended that IPs gain experience by observing one EPLS provider course before undertaking the Generic Instructor Course.
- 8.6** IPs are eligible to undertake the Generic Instructor Course as long as they have a valid provider certificate, i.e. within **4 years** of the date of the course they gained IP recommendation.
- 8.7** Those recommended as having IP and who have successfully completed an approved Generic Instructor Course (or ATLS Instructor Course) may proceed directly to Instructor Candidate status. Please note that such candidates must still complete and submit the Instructor Course Opt-in form.

Where the candidate has completed a Generic Instructor Course but has not gone on to become an Instructor for that course, e.g. APLS, their Generic Instructor Course must have been completed within **2 years** of the last day of their EPLS provider course.
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9. Instructor Candidates (IC)

9.1 After successful completion of the Generic Instructor Course, all Instructor Candidates will be required to satisfactorily teach on a maximum of 2 Resuscitation Council (UK) accredited EPLS provider courses before full Instructor status is granted and a certificate issued.

If however, the provider Course Director and faculty unanimously recommend after the first teaching practice that a second assessment is unnecessary, full Instructor status will be approved by the Resuscitation Council (UK) on receipt of the Course Director's report. If the Instructor Candidate has not reached the required standard after the second course they should be offered the opportunity, at their own cost, to repeat the Generic Instructor Course.

In some instances, the Generic Instructor Course faculty may recommend Instructor Candidates complete one or both of their teaching practice(s) at a named centre(s). The Generic Instructor Course faculty decision is final and cannot be revoked by the teaching practice centre. For example, where Instructor Candidates have been given **2** named centres, the faculty of the first teaching practice is not permitted to recommend that the Instructor Candidate may now proceed to full Instructor status. The faculty is also not permitted to recommend that the Instructor Candidate no longer needs to complete a second teaching practice at their designated named centre. The GIC and Instructor Progress Log must be referred to for confirmation of these details.

9.2 Only the Generic Instructor Course faculty may direct an Instructor Candidate to teach on designated courses.

9.3 Achievement of full Instructor status requires completion of **3 elements**:

1. Attend a provider course and be selected for Instructor Potential
2. Attend a Generic Instructor Course
3. Successfully complete teaching practice(s).

Candidates are not permitted to undertake their provider, Generic Instructor Course and first teaching practice at the same centre. **A maximum of 2 of the 3 elements may be completed at one centre.**

9.4 The Instructor Candidate must attend the entire EPLS provider course. They must teach on both a skill and simulation station and be involved in the practical assessments. They must not lead a session unsupervised. They may give a lecture or run a workshop but this is optional and should not be formally assessed. If the Instructor Candidate gives a lecture, feedback should be given using the lecture evaluation form and matrix. It is strongly recommended that the Instructor Candidate attends all lectures.

9.5 The Instructor Candidate assessment forms must be completed for the Skill Station and Simulation by EPLS Instructors nominated by the Course Director. These assessments must be discussed with the Instructor Candidate and a copy of the forms forwarded with the Course Director's report.

9.6 An Instructor Candidate should complete their teaching practice(s) within **1 year** of the date of their Generic Instructor Course, unless exceptional circumstances prevent this. If a candidate is already an ALS / NLS / APLS / ATLS / ATNC Instructor, it is recommended they should complete their teaching practice(s) within **1 year** of either their EPLS provider course or appropriate Instructor course, whichever is the most recent. Where there are exceptional circumstances please contact the Resuscitation Council (UK).

10. Instructors

- 10.1** Instructors must teach on at least **3 courses every 2 years**. It is recommended that 1 of these should be outside their home centre. One course in every **2 years** may be a Generic Instructor Course which has EPLS candidates attending.
- 10.2** EPLS instructors who teach on 2 PILS courses a year can count these towards 1 of their EPLS instructor requirements (i.e., 1 of the 3 EPLS courses in **2 years**). In order to have this recognised they must inform the EPLS co-ordinator **in writing** of the dates of the 2 PILS courses.
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11. Recertification as an EPLS Instructor

- 11.1** EPLS Instructors must recertify every **4 years**.
- Re-certification involves attending an entire EPLS provider course and being assessed as an Instructor Candidate during the delivery of a skill and simulation station and be involved in the practical assessments.
- The skill and simulation station should be formally assessed using the appropriate Instructor Candidate forms.
- 11.2** Instructors who have not recertified within **1 year** of the expiry date of their Instructor certificate must attend **2 EPLS provider courses** at different centres to be assessed as an Instructor Candidate. Once this has been successfully completed, their EPLS Instructor status will be re-instated and is valid for **4 years** from the date of completion of their second assessment.
- 11.3** Instructors should keep a professional development record (PDR). Section 2 of the PDR document must be presented to the Course Director when the Instructor attends for recertification.
- 11.4** Instructors should recertify on a Resuscitation Council (UK) EPLS provider course. However, Instructors may recertify on ERC EPLS provider courses provided a Resuscitation Council (UK) EPLS Instructor assesses them. Instructors wishing to recertify on ERC courses must notify the Resuscitation Council (UK) prior to their recertification.
- 11.5** Instructors who are either medical or non-medical Course Directors may not recertify whilst acting in the capacity, unless they are assessed by a course assessor.
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12. Recertification as an EPLS Provider

- 12.1** The EPLS provider certificate is valid for **4 years**. If providers have not recertified before the certificate expires they must attend a full EPLS provider course again.
- 12.2** EPLS providers may recertify by:
- successfully undertaking a full EPLS provider course
 - or*
 - successfully completing an assessment simulation and the MCQ.
- 12.3** In order to be considered for Instructor Potential on recertification the candidate must attend a full EPLS provider course and cannot do so until at least **1 year** has elapsed after initial certification.
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13. Post-course Organisation

13.1 The Course Director must complete the director's report in the standard format.

13.2 The Course Centre must submit, as soon as possible and **no later than 1 month** after the course all of the following:

- Course Director's report (detailing any areas of concern and action taken to rectify)
- Final list of faculty attending
- Final programme including a breakdown of Instructor allocations for testing stations
- Candidate results sheet complete with general grade (professional group), actual grade and specialty
- Candidate evaluation forms
- Instructor Candidate assessment forms
- IP appraisal forms for all those recommended
- Pre and post course MCQ answer sheets

Future courses will not be approved until these have been received.

13.3 The Course Centre should retain copies of all the paperwork. The duration of long term storage of course records is a local decision.

13.4 If the final faculty, course requirements and administration do not comply with the criteria set down in these regulations and no reasonable explanation given, future registrations and course centre status will be reviewed.

13.5 The Course Centre must forward summaries of candidate feedback scores to the Instructors in order for them to include in their PDR.
