

## Generic Instructor Course (GIC) Regulations

**Note: Participating groups specifically refers to courses validated by the Generic Instructor Course (GIC) Working Group i.e. ALS, APLS, BASICS, EPLS, ETC, HMIMMS, MedicALS, MIMMS, MOET, NLS, PALS, PHECC, PHPLS, PaNSTaR, POET, HAZIMMS, STaR**

<b>1.0</b>	<b>General</b>
1.1	All Educators, Course Directors, Instructors and Instructor Candidates must abide by the Advanced Life Support Group and Resuscitation Council (UK) Codes of Conduct.
1.2	A registration fee for each candidate is payable, in addition to the cost of the course materials.
1.3	Any profit made from Generic Instructor Courses should be used only for purposes directly related to resuscitation.
1.4	The Advanced Life Support Group and the Resuscitation Council (UK) discourage 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.
1.5	Candidates with disabilities are eligible to undertake the GIC. Please refer to the "Position Statement on Disabled Candidates attending Resuscitation Council (UK) and Advanced Life Support Group Courses" for further guidance.
<b>2.0</b>	<b>GIC Centres</b>
2.1	Only an approved Course Centre may run the GIC.
2.2	A Course Centre wishing to become a GIC centre should contact the Advanced Life Support Group or the Resuscitation Council (UK) for an application form. All applications will be considered by the GIC Working Group.
2.3	A Course Centre is regarded as the administrative centre from which the GIC is organised, rather than the geographical location where a course is delivered or the person organising it.
2.4	A Course Centre may only organise a GIC within its own region.

2.5	Where a Course Centre delivers a GIC at a new location, the Course Centre is responsible for ensuring that the facilities at the new venue are adequate.
2.6	If a Course Centre does not organise or run a GIC for <b>2 years or more</b> , its approval will lapse and a new application must be made to the GIC Working Group.
2.7	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 GIC Working Group. The GIC Working Group reserves the right to revoke Course Centre validation.
<b>3.0</b>	<b>Candidate selection and requirements</b>
3.1	Candidates must be recommended from the participating provider courses.
3.2	Course centres are directly responsible for ensuring that the candidates are eligible to attend the GIC. The course centres must adhere to the selection process.
3.3	Candidates cannot successfully complete the GIC unless they are present throughout. If part of the course is missed, the candidate must repeat the whole course.
3.4	During the course, candidates should be assessed using the current feedback forms and matrices.
<b>4.0</b>	<b>Course organisation</b>
4.1	Pre course organisation
4.1.1	All current administrative documents can be found on the GIC LMS.
4.1.2	Notification of GIC dates should be sent to the Advanced Life Support Group or the Resuscitation Council (UK) at least <b>four months</b> before the course start date. This can be done via the LMS or by email.  Centres should ensure as much as possible that the dates are correct to avoid the need for them to be changed as administrative difficulties can follow.
4.1.3	Each GIC must be approved by either the Advanced Life Support Group or the Resuscitation Council (UK) by submission of a notification, registration and materials form at least <b>six weeks</b> before the course start date.
4.1.4	A new Centre running their first course must be approved by either the Advanced Life Support Group or the Resuscitation Council (UK) by

	submission of a notification, registration and materials form with proposed faculty list and programme at least <b>six weeks</b> before the course start date.
4.1.5	The maximum number of candidates on a GIC is 24. Any centre running the course for the first time must run with no more than 16 candidates. Programmes are available for groups of four, five, or six candidates.
4.1.6	A registration fee for each candidate is payable, in addition to the cost of the course materials. The GIC “notification, registration and materials” form must be completed on the GIC LMS. Once received and checked the course will be registered and made available to centres on the LMS. Materials will be dispatched once payment has been received by either Advanced Life Support Group or Resuscitation Council (UK).
4.1.7	Neither organisation will provide refunds or credit on unused or cancelled registrations.
4.1.8	Course fees are set locally. These should take into account costs of running the course but also the current financial climate within the health system and the availability of funding.
4.2	<b>Candidate preparation</b>
4.2.1	GIC Course centres must ensure that all candidates who apply to them for a course place are eligible to undertake the GIC. The ALSG and RC (UK) will ensure all IPs are entered onto the LMS once their IP status has been verified following their provider course. If the candidate is not on the LMS the course centre must contact the organisation that administers the provider course (e.g. ALSG for APLS, RC (UK) for ALS) to check the candidate is eligible.
4.2.2	Candidates are given access to the course materials on the GIC LMS once their place has been confirmed by the course centre. Their specific allocation number for preparation of provider course materials must be sent to them. Centres must ensure that candidates are sent the appropriate allocations for their provider course background.
4.2.3	<b>There is no set minimum or maximum time</b> that candidates are required to spend on the e-learning material. There are approximately eight hours of e-learning material available. Candidates should undertake the e-learning component at their own pace prior to attending the face-to-face course.

4.2.4	Candidates should be strongly advised to complete the pre-course preparation at least 48 hours prior to attending the course. Candidates are reminded that they have a professional responsibility to act with probity. For example if they have been given study leave to attend the GIC and/or have their costs paid by their employer or educational provider, the employers or educational providers have a reasonable expectation that those candidates will prepare adequately for the course by completing the learning opportunities provided.
4.2.5	Candidates should be aware that the ALSG, RC (UK) and course organisers are able to track whether they have accessed and completed the materials.
4.2.6	Candidates cannot successfully complete the GIC unless they have completed e-learning modules 1-13 and are present throughout the face-to-face element.
4.3	<b>Educators</b>
4.3.1	<p>Each course must have an Educator who has been approved by the GIC Working Group to deliver the educational content of the GIC. The Educator must be present throughout the course. At the end of the course the Educator is responsible for writing a report using the joint report format. This must include details of any issues that have arisen and any actions taken to rectify areas of concern. Clear documentation regarding any problems with candidates must be provided, together with details of feedback given and reasons for any actions taken. Educators must ensure that all course documentation including the Progress Log is consistent with the decision taken.</p> <p>The report must be forwarded to the Course Director within <b>five working days</b></p>
4.3.2	The Educator cannot be included as part of the total faculty.
4.3.3	An Educator is not permitted to teach on more than four consecutive courses at the same Centre or to be the Educator for their home centre. If the Educator wishes to teach a fifth course, they need to write to the GIC Working Group with their reason(s) for the request. It is the responsibility of both the Educators and the Course Centres to monitor how many times an Educator has taught consecutively at a centre.
4.3.4	An Educator must be peer reviewed every three years as part of the GIC

	quality assurance process. Each peer review must be by a different educator. Reappointment is the decision and responsibility of the GIC Working Group.
4.3.5	<p>Prospective educators can submit their CV for future consideration by the GIC Working Group. Following the recognised appointment process, a newly appointed Educator will be asked to attend a GIC and shadow an established educator.</p> <p>If successful, the prospective educator will attend a second GIC, ideally with one of the lead educators, and on this course facilitate 50% of the educational content. On written confirmation of the established educator and favourable evaluation from the Course Director, the prospective educator may be appointed to the list of approved educators.</p>
4.4	<b>Course Directors</b>
4.4.1	Each course must be led by a Course Director who has been approved by the Advanced Life Support Group or the Resuscitation Council (UK) to direct the GIC.
4.4.2	If a Course Director has not taught on, or directed, a GIC in the three years prior to the planned course, they are not eligible to direct. To re-establish their director status, they must teach on a GIC or 'shadow' an experienced Course Director.
4.4.3	The Course Director does not need to be medically qualified.
4.4.4	The Course Director must be present throughout the course and is responsible for ensuring that the course fully complies with the GIC regulations. Where the regulations are not met, the GIC Working Group may retrospectively withdraw course approval.
4.4.5	The Course Director is responsible for ensuring the smooth running of the course. He/she must ensure that records are kept during the course and at the end of the course contribute to the GIC joint report in the standard format including details of any issues that have arisen and any actions taken to rectify areas of concern. Clear documentation regarding any problems with candidates must be provided, together with details of feedback given and reasons for any actions taken. Course Directors must ensure that all course documentation including the progress log is consistent with the decision taken.

	The report must be submitted as soon as possible and <b>no later than ten working days from the course date.</b>
4.4.6	The Course Director must ensure all instructors are eligible to teach on the GIC.
4.4.7	The Course Director should ensure that all faculty are fully briefed.
4.4.8	<p>The Course Director should ensure all faculty are given access to or provided with the following prior to the course (please see the Course Organiser Checklist for further guidance):-</p> <ul style="list-style-type: none"> <li>▪ feedback forms and matrices</li> <li>▪ programme</li> <li>▪ a sample of the practice allocations</li> <li>▪ guidance notes for ICICs</li> </ul> <p>Any ICIC should also be sent a copy of the most recent edition of “A Pocket Guide to Teaching for Medical Instructors” if they do not already have one.</p>
4.4.9	The Course Director must inform the Advanced Life Support Group or the Resuscitation Council (UK) if, after approval has been granted, faculty changes mean the course does not meet the required regulations.
4.4.10	If the Course Centre has to cancel a GIC, the Course Director must inform the Advanced Life Support Group or the Resuscitation Council (UK) as soon as possible to agree a process for informing the candidates. The Course Director must also inform the Educator booked to attend.
4.4.11	Prospective course directors need to submit an application form. The prospective course director then needs to shadow an established Course Director on a GIC. The established Course Director will be responsible for ensuring the prospective course director is familiar with the organisation and administration of the course. On recommendation of the established Course Director the prospective course director then needs to direct a GIC with an established course director acting as ‘back-up’. On written recommendation of the Educator and ‘back-up’ Course Director, the prospective course director may be appointed to the list of established GIC Directors.
4.5	<b>Instructors</b>
4.5.1	Provider Course Instructors who have taught on a minimum of four provider

	<p>courses within any of the participating groups as a full Instructor are eligible to teach on a GIC as an Instructor Course Instructor Candidate (ICIC). All ICICs will be required to satisfactorily teach on a maximum of two GICs before full GIC Instructor status is granted. If, however, the Course Director and Educator unanimously recommend that after the first teaching practice that a second assessment is unnecessary, full GIC Instructor status will be approved by the Advanced Life Support Group or the Resuscitation Council (UK) on receipt of the course report.</p>
4.5.2	All faculty must be chosen from the approved Instructor Course Instructor lists of the participating groups, and must have undertaken approved instructor training.
4.5.3	The composition of the faculty should reflect the provider course backgrounds of the candidates.
4.5.4	ERC GIC Instructors can teach on the GIC. They must complete the e-learning modules prior to attending the course.
4.5.5	A core faculty is the minimum number of Instructors required to run a GIC and they must be present for the entire course. It is strongly recommended that additional faculty is recruited to supplement the core faculty.
4.5.6	25% of the core faculty must be medically qualified and ideally from all provider course backgrounds present on the GIC.
4.5.7	The ratio of candidates to faculty must be 2:1. There must be a minimum of two instructors per teaching station, one of whom must be a full GIC instructor. The Educator and Course Director are in addition to the above faculty requirements
4.5.8	All ICICs must be included as part of the faculty and they must not exceed 33% of the total faculty.
4.6	<b>In course - programme</b>
4.6.1	The GIC face to face element must be run over two consecutive days.
4.6.2	There is one standard GIC programme. The programme is designed so courses can run with candidate totals of 12, 16, 20 or a maximum of 24.
4.6.3	New Course Centres must run their first course with a maximum of 16 candidates. A satisfactory Educator's report from the first course must be

	received before a subsequent course can be run. Subsequent courses can be run with up to the maximum of 24 candidates if agreed by the approving organisation (see below).
4.6.4	Before a Course Centre can run with 24 candidates for the first time, it must apply to the Advanced Life Support Group or the Resuscitation Council (UK). To become a centre, approved for 24 candidates, the centre must be able to demonstrate adequate facilities and resources to run six practice stations simultaneously. They must also be able to show that they can attract sufficient faculty to comply with the regulations. The application must also be supported in writing by an approved educator.
4.6.5	The number of provider groups attending a GIC is limited to no more than six. It is strongly recommended that for good practice and ease of organisation candidates are recruited from the same provider groups in multiples of four for candidate totals of 16 or 24 and multiples of five for candidate totals of 20.
4.6.6	The standard programme must be adhered to and the running order must not be changed. The programme can be adjusted to have rotations rather than single skill practice sessions if the centre does not have enough equipment to run concurrent simulation stations for example. If the course centre does this they must have them after each of the related keynote sessions have occurred.
4.6.7	Timing for the faculty meeting and registration at the beginning of the course should be decided locally.
4.6.8	Topics for all demonstrations must be from a clinical background.
4.6.9	Only core faculty should be allocated mentees.
4.6.10	Each practice station should run with a minimum of two members of faculty. All ICICs must be accompanied on practice stations by a full Instructor Course Instructor.
4.6.11	The Course Centre must supply, as a minimum, the equipment required. If facilities allow, centres are encouraged to supply additional sets of equipment.
4.6.12	The course materials are provided by the Advanced Life Support Group and the Resuscitation Council (UK). Course Centres should produce the materials in whichever format is most appropriate for their equipment.

4.6.13	During the course it is important that the role-play undertaken by faculty members is appropriate. At least 80% of simulated candidate behaviour that candidates are exposed to should be normal, with the other 20% of simulated behaviours being more challenging.
4.7	Post course
4.7.1	Candidate results and the final faculty list must be submitted via the GIC LMS <b>within ten working days of the course.</b>
4.7.2	Following submission of candidate results, a certificate of attendance will be made available to the candidate once they have updated their personal profile and submitted the course evaluation form on the GIC LMS.
4.7.3	The Educator is responsible for the completion of the educator section of the joint course report.  This must be forwarded to the Course Director for completion within five working days. The Course Director is responsible for contributing to this report and for its submission.
4.7.4	Candidate progress sheets can either be sent or scanned and submitted to the approving organisation within 1 month of the course along with any other documents.
4.7.5	The Course Centre should retain copies of all the paperwork for four years or follow local policy if this states a longer retention period.