ILSi Regulations
July 2019 V1.2

1. Course Aims

1.1 To provide those ILS/pILS candidates that meet the Instructor selection criteria the opportunity to be trained to teach and assess on ILS/pILS courses.

2. General

2.1 All Educators, Course Directors, Instructors and Instructor Candidates must abide by the Resuscitation Council (UK) Code of Conduct.

2.2 Any profit made from the ILSi course should be used only for purposes directly related to resuscitation.

2.3 Instructors must be aware of and follow the recommendations in the statement Equal Opportunities Policy.

2.4 The ILSi course will run for one full day or two half-days.

2.5 The Resuscitation Council (UK) [RC (UK)] discourages the payment of honoraria and advises, in the interests of probity, that any such payment should be made through the Trust's/ organisation's finance department. For further guidance please see the Payment of Honoraria to Resuscitation Council (UK) Instructors statement.

3. ILSi Course Centres

3.1 The Resuscitation Council (UK) ILSi course can only be run by accredited Resuscitation Council (UK) approved Course Centres,

3.2 All registered ILS/pILS Course Centres must apply to run the ILS Instructor course using the standard ILS/pILS course application form.

3.3 There is no additional registration fee to run the ILSi course. Centres are required to purchase copies of the 'Pocket Guide to Teaching for Clinical Instructors' (Blue book) for each candidate.

3.4 Approved ILS Instructor Course Centres must be prepared to accept external candidates from other ILS/pILS centres.

3.5 ILS Instructor Course Centres are expected to collaborate with local ILS/pILS Centres to ensure training is available for all recommended candidates in their locality. Places must be secured at Course Director level only, candidates should contact the ILS Instructor Course Centre themselves to book a course place.

3.6 Referring centres must send the Course Centre a copy of the completed and signed ILS/pILS IP selection form.

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3.7 Each centre must have a **Nominated Named Person** who will be the only contact name for that centre for administrative purposes. The nominated named person must be the same for both the standard ILS/pILS course and the ILS Instructor course.

3.8 Each centre must have a **Course Director who is a current RC (UK) GIC-ALS Instructor or current RC (UK) GIC-EPALS Instructor**

3.9 Any breach of the regulations may result in termination of the Course Centre's ILS Instructor course registration.

3.10 Where concerns about individual Course Centres have come to light, the centre may be reviewed at any time at the discretion of the ILS/pILS subcommittee. The relevant subcommittee reserves the right to revoke the Course Centre's registration.

3.11 All course centres must comply with Data Protection regulations and local policies with regards to the storage, handling and disposal of personal details (e.g. addresses, payment details and photographs etc). These should ideally be disposed of or securely stored as per local policy after the course returns have been completed.

4. Pre-Course Organisation

4.1 The ILS Instructor course is run over one day or two half-days and must adhere to the standard course programme. If the course runs over two half-days, the two modules must be run no more than eight days apart.

4.2 The candidates must receive the manual 'Pocket Guide to Teaching for Clinical Instructors' (Blue Book), 'preparation guide for candidates' and feedback forms at least **four weeks** before the course.

4.3 Instructors must receive the Instructor handbook (if they do not have the most up-to-date copy) at least **four weeks** before the course.

4.4 The course can be run for the following groups: all ILS candidates, all pILS candidates or a mix of both provider backgrounds

4.5 Equipment must be available and in sound working order.

4.6 Evaluation forms must be issued to the candidates at the start of the course and be collected at the end.

4.7 The minimum number of candidates per course is **6** the maximum number is **24**. The ideal number is **12**.

4.8 Candidates should be organised in groups of **4, 5 or 6**.

5. Candidate Eligibility and Certification

5.1 All candidates must have attended and successfully completed the ALS/ILS/pILS/EPALS course and been given IP status.

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5.2 Selection of candidates must follow the strict criteria set out in the 'Selection of ILS/pILS Instructors' or 'Selection of ILS, pILS Instructors on ALS/EPALS' form.

5.3 Candidates must attend the ILS Instructor course within **12 months** of being nominated.

5.4 Candidates can be selected from the half-day recertification course.

5.5 ILSi IP candidates can undertake the ILSi course at the same centre as where the ALS/ILS/pILS/EPALS course was undertaken. It is strongly recommended IPs observe a provider course prior to attending their ILSi.

5.6 Candidates cannot successfully complete the course unless they attend all elements of the course in their entirety.

6. Candidate preparation

Course Centres must provide the following advice to candidates concerning pre-course preparation

6.1 Candidates are expected to have prepared for the course by reading the manual.

6.2 Candidates have a professional responsibility to act with probity. For example, where candidates are given study leave to attend an ILSi course and/or have their costs paid by their employer or educational provider, employers and educational providers have a reasonable expectation that those candidates will prepare adequately for attendance at the face-to-face element of the course by reading the manual.

7. Course Director and Faculty Requirements

7.1 The Course Director must be a current RC (UK) GIC-ALS Instructor (ILS candidate only courses), RC (UK) GIC-EPALS Instructor (pILS candidate only courses) and they must be fully involved in the organisation and delivery of the course. The Course Director on a course with mixed provider backgrounds should mirror the majority of candidates attending.

7.2 The Course Director must be present throughout the course and can be counted as one of the faculty.

7.3 The Course Director is responsible for ensuring that the course fully complies with the course regulations and that records are kept during the course.

7.4 The Course Director is responsible for checking that all faculty members' Instructor certificates are valid and enrolled onto the faculty list on the LMS prior to the course.

7.5 If running the course over two half-days the same faculty must be present for both days.

7.6 Instructor profiles for course types:

- one GIC-ALS Instructor per group for ILS candidate only courses
- one GIC-EPALS Instructor per group for pILS candidates only courses
- one GIC Instructor from the majority candidate background attending if mixed.

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7.7 Where there are more than six candidates on the course, at least one of the GIC Instructors must be external to the Course Centre.

ILS candidate only courses

Number of candidates	Minimum number of GIC-ALS Instructors	Total number of full ALS Instructors
1-6	1	2
7-12	2-1 must be external	4
13-18	3-1 must be external	6
19-24	4-1 must be external	8

pILS candidates only courses

Number of candidates	Minimum number of GIC-EPALS Instructors	Total number of full EPALS Instructors
1-6	1	2
7-12	2-1 must be external	4
13-18	3-1 must be external	6
19-24	4-1 must be external	8

Candidates from mixed provider backgrounds

Number of candidates	Minimum number of GIC Instructors.	Total Instructor numbers- Instructor background should mirror candidate background where possible.
1-6	1	2
7-12	2-1 must be external	4
13-18	3-1 must be external	6
19-24	4-1 must be external	8

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8.   Programme, Lectures and Skill Stations

8.1   Timing for the faculty meeting and registration at the beginning of the course should be decided locally.

8.2   The programme for the particular course model being used must be adhered to.

8.3   The course materials are provided by the RC (UK). Course Centres should present the materials in the most appropriate format.

8.4   Skills and scenario stations must be run according to the standard course programme using the teaching materials provided

8.5   The course materials are provided by the Resuscitation Council (UK). Course Centres are required to download the course materials from the LMS. Course Centres must ensure they are using the most up-to-date teaching materials.

8.6   Limited additional teaching material may be provided by Course Centres on the understanding that it is appropriate and relevant.

8.7   It is the responsibility of the Course Director to ensure that all lectures adhere to the philosophy and text of the course manual.

8.8   Teaching must follow methods taught on the Resuscitation Council (UK) Generic Instructor Course.

8.9   Training should be based on standardised simulations provided by the Resuscitation Council (UK).

9.   Feedback and assessment

9.1   All candidates must be allocated a mentor.

9.2   Candidates must be given frequent feedback throughout the course. Any points for action/improvement must be clearly documented on the feedback forms.

9.3   Assessment is continuous in nature and is guided by the standard feedback forms.

9.4   Candidates who successfully complete the course will receive an RC (UK) ILS Instructor certificate of attendance.

9.5   Following a successful completion of the ILS Instructor course candidates must teach on two courses within the first year following the course as an Instructor Candidate.

9.6   The ILSi certificate is only valid for the provider course the candidate has been nominated from and been assessed on during the ILSi course.

9.7   All ILS/pILS Instructors must complete a logbook of courses on which they have taught.

9.8   Certificates are issued via the LMS following completion of course documentation.

9.9   Candidates who fail the course must raise any queries with the Course Director who must resolve the issue locally.

9.10   Failed candidates will be allowed to re-take the course only if the Course Director and faculty decide that the candidate is likely to benefit from further training to become an ILS/pILS

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Instructor. Only one re-sit of the course is allowed. The decision of the faculty and the Course Director regarding this matter is final.

10. Recertification as an ILS/pILS Instructor

10.1 The ILS Instructor certificate is valid for four years

10.2 Recertification involves attending an entire ILS/pILS course, depending on background and being assessed using the standard matrices for skills teaching and scenario teaching by an ALS/EPALS Instructor.

10.3 The Course Director must notify the RC (UK) of all successfully recertified Instructors to enable the ILS Instructor database to be updated and new Instructor certificates to be issued.

10.4 Instructors who fail to recertify within one year of the expiry of their certificate and wish to continue as Instructors are required to successfully complete the ILS Instructor course again.

11. Post-Course Organisation

11.1 Course results, Course Director's report and final faculty list must be submitted to the Resuscitation Council (UK) using the LMS post-course returns **within one week from the end of the course.**

11.2 Delays in providing the certificates to the candidates should be minimised.

11.3 After the course, candidates must complete their course evaluation form on the LMS. Their course certificate will be released once this has been completed. The Course Centre will be able to access and export anonymised analysis to keep for reference

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

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