

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, EPALS, ETC, HAZIMMS, HMIMMS, MedicALS, MIMMS, mMOET, NLS, PHECC, PHPLS, POET, STaR.

1.0	General
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	Any profit made from Generic Instructor Courses should be used only for purposes directly related to resuscitation.
1.3	Candidates with disabilities are eligible to undertake the GIC. Please refer to the Resuscitation Council UK Equal Opportunities policy and Advanced Life Support Group Courses for further guidance.
1.4	A registration fee for each candidate is payable, in addition to the cost of the course materials
1.5	Instructors must be aware of and follow the recommendations in Guidance for managing a candidate whose performance raises serious concerns for patient safety. This provides guidance on how to assist Course/Medical Directors and faculty where there are concerns about a candidate's clinical safety, to the extent that they may be a danger to patients.
1.6	The Advanced Life Support Group and 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.
2.0	GIC Centres
2.1.1	Only an approved Course Centre may run the GIC.
2.1.2	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. A Course Centre may only organise a GIC within its own region.
2.1.3	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.

2.1.4	If a Course Centre does not organise or run a GIC for 2 years or more , its approval will lapse and a new application must be made to the GIC Working Group.
2.1.5	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.
2.1.6	The GIC Working Group reserves the right to revoke Course Centre validation.
2.2	Data Protection
2.2.1	All Course Centres must comply with Data Protection regulations and local policies with regards to the storage and disposal of candidate 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.
2.3	New Centres
2.3.1	A Course Centre wishing to become a GIC centre should contact the Advanced Life Support Group or Resuscitation Council UK for an application form.
2.3.2	All applications will be considered by the GIC Working Group.
2.3.3	A new Centre running their first course should submit GIC their course notification at least four months before the course start date. This can be done via the VLE or by email. Dates must be approved by either the Advanced Life Support Group or Resuscitation Council UK by submission of a notification, registration and materials forms with proposed faculty list and programme at least six weeks before the course start date.
2.3.4	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.
3.0	Course organisation
3.1	Pre course organisation
3.1.1	All current administrative documents can be found on the GIC VLE
3.1.2	Notification of GIC dates should be sent to the Advanced Life Support Group or Resuscitation Council UK at least four months before the course start date by completing the course date notification form on the GIC VLE . 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. Centres must clearly identify the type of GIC planned when completing the notification document (traditional 2-day or Remotely Enhanced course).

3.1.3	<p>The maximum number of candidates on a traditional 2-day GIC is 25 (5 groups of 5, the correct programme template must be used). Any centre running the course for the first time must run with no more than 16 candidates.</p> <p>Traditional 2-day programmes are available for groups of four or five candidates on the VLE.</p>
3.1.4	<p>Each GIC must be approved by either the Advanced Life Support Group or Resuscitation Council UK by submission of a notification, registration and materials form at least six weeks before the course start date.</p> <p>Courses with a fully completed course approval form will be processed (e.g. Educator/Course director/ valid purchase order number). Courses will not be approved if these criteria are not met. Late applications will not be granted approval, except in exceptional circumstances.</p>
3.1.5	<p>A registration fee is payable for each candidate in addition to the cost of the course materials. Once received and checked the course will be registered and made available to centres on the VLE. Materials will be dispatched once payment has been received by either Advanced Life Support Group or Resuscitation Council UK.</p>
3.1.6	<p>Neither organisation will provide refunds or credit on unused or cancelled registrations.</p>
3.1.7	<p>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.</p>
3.1.8	<p>It is the Course Director's responsibility to ensure that all Instructors are current GIC instructors or instructor candidates.</p>
3.1.9	<p>Course Centres should only enrol a candidate onto the GIC VLE once they are confident that the candidate will be attending that course and anticipate no changes.</p>
3.1.10	<p>At least four weeks before the course start date candidates must also be given:</p> <ul style="list-style-type: none"> • the manual: A Pocket Guide to Teaching for Medical Instructors • the candidates' personal teaching assignments • local centre information and provisional programme
3.1.11	<p>An online forum should be opened a minimum of one week before candidates attend the face-to-face course, at the Educators request. The forum is available for any queries, comments and or discussion. Educator, Faculty and candidates have access to the forum.</p>
3.1.12	<p>Course Directors are strongly advised to check on all candidates' progress on the GIC VLE. Candidates should be made aware that course administrators are able to track whether they have accessed and completed the materials.</p>

3.2	Course Preparation (Remotely Enhanced GIC only)
3.2.1	The Remotely Enhanced GIC incorporates both remote and face-to-face delivery over a shortened programme. In order to offer the course, Course Centres must have a minimum level of technology and be able to use the e-progress log, as outlined in Centre Considerations for the Remotely Enhanced Course document.
3.2.2	<p>The remote element of the course introduces the Candidates to the Faculty, their mentors; and incorporates the initial Educator plenary lecture via Microsoft Teams/ Zoom. Candidates also deliver their practice lecture in breakout rooms. The remote element will take place no more than two weeks before the face-to-face element. (please see 'Driving' the Remote Day & online meetings for remote participants in GIC courses in the Centre Resources)</p> <p>The face-to-face element provides candidates with an opportunity to demonstrate each of the four remaining teaching modalities (skills teaching, simulation, facilitation of small groups, and assessment) and receive feedback. There is an additional opportunity for Candidates to practice one of the above modalities (including presentation skills) during the final session of the programme.</p>
3.2.3	The remote element may be provided in a single session for more than one face-to-face course. i.e. The total number of remote candidates on one virtual session may be spread over two or more separate face-to-face courses, each having candidates in groups of a maximum of 4 so that there is adequate time for practice. For example, a remote day may have 24 candidates and 12 could do their face-to-face on one day and the other 12 on a different day
3.2.4	<p>The maximum number of candidates on a remotely enhanced GIC is 32 (8 groups of 4 candidates-dependent on the Course Centre facilities).</p> <p>The correct (remotely enhanced) programme template must be used. (GIC Remotely Enhanced Programme) Candidates must be informed of both dates for their remote and face-to-face elements when enrolling on the course.</p>
3.2.5	It is recommended that the Educator and Faculty should remain constant throughout both elements of the Remotely Enhanced GIC course to provide continuity for candidates. If this is not possible, then the Educator and Director should ensure steps are taken to support any transitions.
3.2.6	<p>The Educator will be present throughout the face-to-face element of the GIC.</p> <p>Only in exceptional circumstances, the Educator will not facilitate both the remote and the face-to-face element of the course. This can only happen if there is an urgent need and where the</p>

	Course Centre can guarantee provision for remote access to all sessions. Educator one should handover Candidate practice feedback and faculty discussions to the second Educator. Where a different Educator attends the face-to-face elements, they must have access to the recorded remote session and faculty meeting prior to the face-to-face day.
3.2.7	Course Director must be present throughout the face-to-face course to co-ordinate and support Faculty, Candidates and ensure the course fully complies with regulations and safety requirements.
3.2.8	All Faculty feedback must be documented using the electronic Progress Log during the course
3.2.6	It is strongly recommended that GIC Instructor Candidates contact their mentors prior to the course and discuss the format and their role during remote and face-to-face elements.
3.3	Candidate selection and requirements
3.3.1	Candidates must be recommended as having Instructor Potential (IPd) from the participating provider courses.
3.3.2	GIC 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 The ALSG and RCUK will ensure all IPs are entered onto the GIC VLE once their Instructor Potential (IP) status has been verified following their provider course. If the candidate is not on the GIC VLE the course centre must contact the organisation that administers the provider course (e.g. ALSG for APLS, RCUK for ALS/EPALS/NLS) to check the candidate is eligible.
3.3.3	Candidates cannot successfully complete the GIC unless they are present throughout the course. If part of the course is missed, the candidate must repeat the whole course. The Educator and Course director use their discretion in exceptional circumstances.
3.3.4	During the course, candidates should be assessed using the current feedback forms and matrices located on the GIC VLE (electronic or PDF printed versions).
3.3.5	All candidates should receive a copy/ have electronic access to of their feedback in their 'Progress Log' irrespective of the overall outcome of the GIC course.
3.4	Candidate preparation
3.4.1	Candidates are given access to the course materials on the GIC VLE once their place has been confirmed by the course centre. Their specific teaching assignment number (i.e. ALS 1), reflecting their provider background, must be sent to them with materials for preparation for the course.

3.4.2	Candidates have a professional responsibility to act with probity. For example, where candidates are given study leave to attend an GIC 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, accessing the e-learning materials
3.4.3	There is no set minimum or maximum time 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.
3.4.4	Candidates cannot successfully complete the GIC unless they have completed e-learning modules 1-13. Candidates should be aware that the ALSG, RCUK, the Educator and Course Centre are able to track whether they have accessed and completed the materials.
4.0	Faculty
4.1	Educators
4.3.1	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.
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.
4.3.5	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. 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.
4.3.6	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

4.2	Course Directors
4.4.1	Each course must be led by a Course Director who has been approved by the Advanced Life Support Group or Resuscitation Council UK to direct the GIC.
4.4.2	The Course Director does not need to be medically qualified.
4.3	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.
4.4.4	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. They 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.
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	The Course Director should ensure all faculty are directed to key documentation available on the VLE and a course programme. (please see the Course Organiser Checklist for further guidance)
4.4.9	The Course Director must inform the Advanced Life Support Group or Resuscitation Council UK if, after approval has been granted, if 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 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 a Course Directors application form: The prospective course director then needs to shadow an established Course Director on a GIC. <ul style="list-style-type: none"> 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'.

	<ul style="list-style-type: none"> 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	Instructors
4.5.1	All faculty must be chosen from the approved Instructor Course Instructor lists of the participating groups and must have undertaken approved Instructor training.
4.5.2	GIC Instructors must have an in-date provider course Instructor certificate to instruct on a GIC
4.5.3	Each course must have a multidisciplinary and appropriately qualified faculty. 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 on the GIC VLE 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.
4.5.7	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 GIC-ICs must be included as part of the faculty and they must not exceed 33% of the total faculty.
4.5.9	GIC instructors are strongly encouraged to teach 4 courses in 4 years to maintain their status current.
4.5.10	Those GIC Instructors returning to teach after a period of absence (4 years without teaching) should complete a Returning to GIC form and be peer reviewed on their first course. It is strongly recommended that returning GIC Instructors observe a course prior to recertifying.
4.6	GIC Instructor Candidates
4.6.1	Provider Course Instructors who have taught on a minimum of four provider courses (*NLS instructors must have taught on 8 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).
4.6.2	All prospective GIC Instructor candidates (IC) must complete the application form and the VLE GIC e-modules prior to attending an instructor course. On completion of the modules, the prospective IC profile will be updated with IC status enabling the centre to enrol the IC on a

	course. Only ICs on the current IC list, available on the VLE should be accepted. All ICs must be enrolled on the course by the centre prior to the GIC.
4.6.3	Any GIC IC 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.
4.6.4	All GICICs will be required to satisfactorily teach on a maximum of two GICs before full GIC Instructor status is granted.
4.6.5	If, however, the Course Director, faculty 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 Resuscitation Council UK on receipt of the course report.
5.0	In Course
5.1	Programme
5.1.1	The GIC may be delivered via a traditional format incorporating a face-to-face element over two consecutive days; or via a mixed modality incorporating a remotely accessed session and a single face-to-face day.
5.1.2	There are two standard GIC programmes. The correct programme must be used dependent on the delivery modality. The Remotely enhanced programme cannot be used on a traditional course.
5.1.3	Before a Course Centre can run with maximum number of candidates for the first time, it must apply to the Advanced Life Support Group or the Resuscitation Council UK. The centre must be able to demonstrate adequate facilities and resources to run up to all practice stations simultaneously within local requirements and risk assessments. 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.
5.1.4	The number of provider groups attending a GIC is limited by the Centre facilities and should be limited no more than five. It is strongly recommended that for good practice and ease of organisation candidates are recruited from the same provider groups in multiples of four (4) for the remotely enhanced GIC and no more than five (5) for the traditional GIC course.
5.1.5	The correct standard programme must be adhered to and the running order must not be changed.

5.1.6	Timing for the faculty meeting and registration at the beginning of the course should be decided locally.
5.1.7	Topics for all demonstrations must be from a clinical background and utilise teaching materials from the provider courses represented.
5.1.8	Each practice station should run with a minimum of two members of faculty and a maximum of three faculty. All ICICs must be accompanied on practice stations by a full GIC Course Instructor.
5.1.9	It is the responsibility of the Course Director to ensure suitable allocation of the lectures and open discussions taking into account their credibility, knowledge base and Instructor requirements.
5.1.10	Only GIC faculty should be allocated mentees
5.1.11	The Course Centre must supply, as a minimum, the equipment required. If facilities allow, centres are encouraged to supply additional sets of equipment. Courses Centre running the Remotely Enhance Course the Course Centre must provide electronic access to documentation. Course Centres unable to meet technology requirements must only run traditional GIC Courses currently. (Centre Considerations for a remotely enhanced course)
5.1.12	The course materials are provided by the Advanced Life Support Group and Resuscitation Council UK. Course Centres should produce the materials in whichever format is most appropriate for their equipment and make them available in all teaching rooms. Course directors must ensure that the latest versions of materials are utilised.
5.1.13	During the traditional GIC 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. The other 20% of simulated behaviours may be more challenging, with the agreement of the candidates. Remotely Enhanced Course candidates are encouraged to review the demonstrations provided online prior to the course. (please see Pre-course preparation for Generic Instructors course)
5.1.14	At the end of the course all candidates will be informed of the outcome and given individual feedback from their mentors. They will also be guided to the next steps in their instructor journey and the e-resources available to facilitate this.
6.0	Post course Requirements
6.1	Candidate results

6.1.1	Centre must submit candidate results and the final faculty list via the GIC VLE within five working days of the course .
6.1.2	Only a GIC faculty may direct a new Instructor Candidate (IC) to teach on course(s) at named centres. This decision cannot be revoked by the teaching practice centre.
6.1.3	The Instructor Candidate may be allocated one or two named centres which will usually be centres where members of the GIC faculty will be teaching and able to offer extra support for the IC.
6.1.4	If an IC has been given one or two named centres the faculty on the first course is not permitted to allow the Instructor Candidate to become a full Instructor after only one teaching practice.
6.2	Course Reports
6.2.1	The Course Director is responsible for contributing-completing the joint report and its submission. 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 no later than ten working days from the course date.
6.2.2	Candidate progress sheets can either be sent or scanned and submitted to the approving organisation within ten working days of the course along with any other documents.
6.2.3	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 VLE.
6.2.4	The Educator is responsible for the completion of the educator section of the Joint Course Report (JCR) at the end of the course. This must include details of any issues that have arisen during the course 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. The Educator section of JCR must be uploaded to VLE within five working days . A copy must be also forwarded to the Course Director. The Course Director may then complete their elements of the JCR and submit the completed full document on the VLE in 10 working days

6.2.5	The Course Centre should retain copies of all the paperwork for 4 years. The duration of long-term storage of course records is a local decision.
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