

PILS Regulations

December 2019 V1.3

The Objectives of the PILS course are:

- Understand the structured ABCDE approach that facilitates rapid recognition of seriously ill children
- Provide appropriate initial treatment interventions to prevent cardiorespiratory arrest
- Treat children in respiratory or cardiorespiratory arrest until the arrival of a resuscitation team or more experienced assistance
- Become members of a paediatric resuscitation team

The PILS course will address the needs of those personnel who need more advanced skills than those taught during basic life support (BLS), but who do not require the more comprehensive two-day European Paediatric Advanced Life Support (EPALS) course.

These regulations incorporate both the PILS one day course and PILS recertification course regulations.

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 the PILS course should be used only for purposes directly related to resuscitation.
- 1.3. Instructors must be aware of and follow the recommendations in the statement [Equal Opportunities Policy](#).
- 1.4. The PILS course will last for a minimum of (or equivalent to) one full day.
- 1.5. Resuscitation Council UK [RCUK] 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](#).

2. PILS Course Centres

- 2.1. The Resuscitation Council UK PILS course can only be run by accredited Resuscitation Council UK approved Course Centres, Primary Care Trusts, NHS Trusts, Universities that train healthcare professionals, private hospitals, Phase 1 Clinical Trial Units that are inspected by the MHRA and standalone private training companies.
- 2.2. All centres must submit a completed registration form signed by an Authorised Signatory agreeing to comply with these regulations.
- 2.3. Course Centre registration is on an annual basis only. The **twelve month** registration period runs from **January to December**.
- 2.4. Centres wishing to register should send their completed registration form to Resuscitation Council UK. An annual registration fee must be received before the Centre account is created on the RCUK Learning Management System (LMS).
- 2.5. The registration process and costs are reviewed annually. Every year registered centres are issued with a renewal registration form.

- 2.6. No further reminders are issued by Resuscitation Council UK and failure to re-register means that any courses run after **31 December** of the current year will not be Resuscitation Council UK accredited and no certificates will be issued.
- 2.7. Each centre must have a **Nominated Named Person** who will be the only contact name for the centre for administrative purposes. They do not have to be the Course Director for each course.
- 2.8. If the Nominated Named Person changes or their contact details change, the centre must notify Resuscitation Council UK.
- 2.9. No refunds are available on unused registrations and course manuals.
- 2.10. Where concerns about individual Course Centres have come to light, the centre may be reviewed at any time at the discretion of the PILS subcommittee. The PILS subcommittee reserves the right to revoke the Course Centre's registration.
- 2.11. All Course Centres must comply with Data Protection regulations and local policies with regards to the handling, storage 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.

3. Private PILS Course Centres

In addition of section 2;

- 3.1. Private training companies must have one designated registered delivery address for manuals regardless of course locality, this will be the 'administration hub'.
- 3.2. Private training providers will have one email address registered for LMS administration. All certificates and course returns will be managed through this account.
- 3.3. If a centre wishes to have an additional registered administration hub for organising courses in a different locality this will require an additional registration fee, delivery address and email address registered for LMS administration.
- 3.4. Course run by private training companies may be assessed by members of the subcommittee who may be present for the entire course. The date of the centre's first course must be set in liaison with the RCUK Course Co-ordinator.
- 3.5. A full faculty list and programme must be sent to RCUK for this first course at least six weeks prior to the start date of the course.
- 3.6. Where concerns about individual Course Centres have come to light, the centre may be reviewed at any time at the discretion of the relevant subcommittee. The subcommittee reserves the right to revoke the Course Centre's registration.

4. Pre-Course organisation

- 4.1. The maximum number of candidates per course is 30.
- 4.2. All candidates **must** be provided with the current PILS course manual purchased from Resuscitation Council UK. After the course they **must** retain the manual for reference.
- 4.3. Course Centres must have a current Resuscitation Council UK EPALS Instructor who will act as the Course Director and who is fully involved in the organisation and delivery of the course.
- 4.4. The course manual and assessment forms must be forwarded to the candidates at least **two weeks** before the course.
- 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.

5. Candidate eligibility and certification

- 5.1. Please refer to [Appendix 1](#) for suitability of candidates for the PILS course. If the candidate's background does not fall into any of the categories mentioned, please contact Resuscitation Council UK for clarification. Centres must keep adequate records of "other" categories for audit purposes.
- 5.2. Candidates cannot successfully complete the course unless they attend all elements of the course in their entirety.
- 5.3. If, for a legitimate reason, a candidate misses an element of the course, then provided they successfully complete all the assessment components, they may be permitted to complete the missed element on another course within 1 month
- 5.4. Alternatively, at the Course Director's discretion, the missed element may be reasonably covered on the existing course, but this must not distract from the teaching provided to other candidates.
- 5.5. Candidates who successfully complete the course will receive a Resuscitation Council UK PILS certificate valid for 1 year. This is not a certificate of competency.
- 5.6. Candidates who have failed an EPALS course must attend and pass the PILS course if they want an PILS certificate.
- 5.7. RCUK does not keep centralised records for ILS candidate results and therefore are unable to verify candidate's certificates. All ILS course certificates must be verified by the issuing Course Centre.

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 PILS 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 and completing the pre-course MCQ paper.
- 6.3. The pre-course MCQ paper (if applicable) should be completed before the start of the course. The resulting mark does not contribute to the final course result.

7. Course Director and faculty requirements

- 7.1. The core faculty is the minimum number of faculty required to provide an Instructor to candidate ratio of **1 Instructor: 6 candidates**. Please refer to [Appendix 2](#) for further details.
- 7.2. Each course must be led by a Course Director who is a current Resuscitation Council UK EPALS Instructor.
- 7.3. **The Course Director must be present throughout the entire course.** They are responsible for ensuring the smooth running of the course.
- 7.4. The Course Director is responsible for ensuring that the course fully complies with the PILS course regulations and that records are kept during the course.
- 7.5. 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.
- 7.6. Remaining faculty must be current Resuscitation Council UK EPALS Instructors or EPALS Instructor Candidates, APLS Instructors, PILS Instructors.
- 7.7. APLS Instructors can also be Course Directors. They must supply evidence of their APLS Instructor status and re-confirm this on an annual basis. They must also abide by the [Resuscitation Council UK Code of Conduct](#).
- 7.8. EPALS Instructors who teach on two PILS courses a year can count these towards one of their EPALS Instructor requirements. In order to have this recognised they must be enrolled onto the PILS course on the LMS by the Course Centre where they are teaching.

- 7.9. APLS Instructors are encouraged to attend an EPALS course as an Instructor candidate which will enable them to become a Resuscitation Council UK EPALS Instructor.
- 7.10. At least 50% of the core faculty must be current Resuscitation Council UK EPALS Instructors or APLS Instructors.

8 Programme, lectures and skill stations

- 8.1. The PILS course must adhere to the standard course programme for either the PILS course.
- 8.2. The course materials are provided by 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.
- 8.3. Limited additional teaching material may be provided by Course Centres on the understanding that it is appropriate and clinically relevant.
- 8.4. It is the responsibility of the Course Director to ensure that all lectures adhere to the philosophy and text of the course manual
- 8.5. Teaching must follow methods taught on the Resuscitation Council UK Generic Instructor Course or PILS Instructor Course.
- 8.6. Training should be based on standardised simulations provided by Resuscitation Council UK.

9 Assessment

- 9.1. Assessment is continuous and is guided by the assessment form
- 9.2. Copies of the assessment forms must be given to the candidates with their manual **2 weeks** before the course.
- 9.3. If a candidate fails to meet the required criteria, they must be given a copy of their assessment form(s) and offered remedial help. They should be re-assessed (ideally by a different Instructor) within **one month** of their course. The faculty may decide that it is appropriate to facilitate this on the same day as the actual course. However, this should occur after completion of the entire core course programme.
- 9.4. It is not necessary to complete assessment forms for each individual candidate. However, it is strongly recommended that the relevant paperwork is completed for any marginal candidates. Accurate written records must be maintained by the Course Centre/Director.
- 9.5. Candidates who fail the PILS course cannot appeal through Resuscitation Council UK. Any queries should be raised with the Course Director who must resolve the issue locally

10 Recertification as a PILS provider

- 10.1. The PILS certificate is valid for **1 year**. There is no grace period.
- 10.2. PILS Providers may recertify in 2 ways
 - by successfully undertaking a full PILS course
 - by successfully completing a half-day PILS Recertification course
- 10.3. Candidates are not permitted to recertify by joining part of a standard 1-day PILS course
- 10.4. Candidates may only attend the half-day PILS Recertification course within **1 year** of the expiry of their PILS certificate (i.e. within **2 years** from their last PILS course). If more than **2 years** have elapsed since the candidate's last PILS certification, they can only recertify by attending a full PILS course.
- 10.5. EPALS Providers who hold a current EPALS Provider certificate may obtain PILS certification by attending an PILS recertification course.
- 10.6. The Course Centre must ensure that candidates receive the PILS manual and assessment form at least **2 weeks** before the course.
- 10.7. The Course Director is responsible for checking the validity of the candidates' PILS certificates.

- 10.8. Candidates can be considered for PILS Instructor training if they attend the half-day PILS Recertification course
- 10.9. All candidates must have a current edition of the PILS manual. If a candidate does not have a manual, the Course Centre must provide them with a copy of the manual purchased from Resuscitation Council UK.
- 10.10. The PILS Recertification course must adhere to the PILS Recertification standard programme.
- 10.11. The same course organisation, lectures/skill stations and assessment regulations for the PILS course apply to the recertification course.
- 10.12. PILS Instructors may not recertify on the PILS Recertification course.

11 **PILS Instructor training**

- 11.1. Exceptionally able candidates may be nominated for PILS Instructor training by the faculty
- 11.2. A limited number of places are available on the ILS Instructor course for outstanding PILS candidates who demonstrate an exceptional aptitude and credibility for teaching.
- 11.3. Selection of candidates must follow the strict criteria set out in the 'Selection of ILS/PILS Instructors' document available on the LMS. It is anticipated that candidates will rarely meet the selection criteria.
- 11.4. In some instances PILS instructors will can be selected from the European Paediatric Advanced Life Support Course (EPALS), the selection of these candidates should be made using the 'Selection of ILS and PILS Instructors from ALS & EPALS' form.
- 11.5. Details of centres running the ILS Instructor course can be obtained from the RCUK website www.resus.org.uk/information-on-courses/immediate-life-support-instructor/
- 11.6. Candidates may contact the ILS Instructor Course Centre directly; Course Centres **must** ensure the candidate has met the selection criteria and recommended for Instructor Potential (IP) status prior to offering them a place.
- 11.7. PILS centres that run the ILS Instructor course may select candidates for their own courses. They must also be prepared to accept external candidates from other PILS centres in their locality that do not run the ILS Instructor course.
- 11.8. Candidates must attend the ILS Instructor course within **twelve months** of being nominated.
- 11.9. Following the completion of ILS Instructor Course candidates must complete two teaching practices,(i.e. teaching observed by the Course Director and recorded in the Instructor Candidate's Instructor logbook).
- 11.10. Teaching practices must be completed within twelve months of the candidate's ILS Instructor course
- 11.11. Following successful completion of teaching practices, the Instructor Candidate (IC) will be issued their PILS Instructor certificate. Course Director must complete the faculty list on the LMS and notify Resuscitation Council UK to enable the Instructor's record to be updated and certificate issued for them.
- 11.12. On successful completion of their IC teaching practices and review of the course paperwork, the IC's LMS account will be updated to reflect their Instructor status. All Instructors will be given RCUK Associate Membership valid whilst their Instructorship is current.

12 **PILS Instructors**

- 12.1. Following successful completion of the ILS Instructor course, PILS Instructors should teach on a minimum of **2 courses** per year.
- 12.2. All PILS Instructors must complete a logbook of courses on which they have taught.

13 Recertification as an PILS Instructor

- 13.1. The PILS Instructor certificate is valid for **4 years**. Recertification involves attending an entire 1-day PILS course and being assessed by the Course Director.
- 13.2. Instructors who fail to recertify within **1 year** of the expiry of their certificate and wish to continue as Instructors are required to successfully complete the PILS Instructor course again.
- 13.3. The Course Director must observe the recertifying Instructor and complete the skills teaching and simulation teaching assessment forms in the Instructor's logbook.
- 13.4. The Course Director must notify Resuscitation Council UK of all successfully recertified Instructors to enable the PILS Instructor database to be updated and new Instructor certificates to be issued.

14 Post-course organisation

- 14.1. Course results, final faculty list (including Instructor Candidates and Recertifying Instructors) must be submitted to Resuscitation Council UK using the LMS post-course returns.
- 14.2. **Instructor Potential paperwork and copies of the Instructor Candidate/Recertifying Instructor paperwork must be submitted to RCUK within one week from the end of the course.**
- 14.3. Certificates will be available via the LMS and must be completed by the centre and forwarded to the candidates. This is not a certificate of competency but is a record of having achieved the required standard during the course.
- 14.4. Delays in providing the certificates to the candidates should be minimised. The course returns should be submitted no later than **1 week** of the course date.
- 14.5. If a candidate **fails** to meet the recognised standard within **1 month** they should receive a letter of attendance from the Course Director.
- 14.6. The Course Centre should retain copies of all the paperwork. The duration of long term storage of course records is a local decision

PILS Course Regulations – Appendix 1

The PILS Course is appropriate for the following candidates:

- ✓ Hospital based doctors
- ✓ Community based doctors
- ✓ Medical students (final year)
- ✓ Hospital based nurses
- ✓ Community based nurses
- ✓ Nursing students (final year)
- ✓ School nurses
- ✓ Resuscitation officers
- ✓ ODPs
- ✓ Cardiac technicians
- ✓ Healthcare assistants
- ✓ Midwives
- ✓ Health visitors
- ✓ Physiotherapists
- ✓ Dentists
- ✓ Dental nurses
- ✓ Ambulance technicians / paramedics
- ✓ Occupational therapists
- ✓ Radiographers
- ✓ Fire service technicians
- ✓ Police officers
- ✓ Air stewards

PILS Course Regulations – Appendix 2
Faculty Requirements

Number of Candidates	Minimum number of core faculty required	Minimum number of EPALS/APLS Instructors required	Minimum number of remaining faculty *
1 – 6	1	1	
7 – 12	2	1	1
13 – 18	3	1	2
19 – 24	4	1	3
25 – 30	5	1	4

*** Remaining faculty must have one of the following qualifications:**

- ✓ Resuscitation Council UK EPALS Instructor or Instructor Candidate
- ✓ Advanced Life Support Group APLS Instructors
- ✓ Resuscitation Council UK PILS Instructor