Singapore Resuscitation and First Aid Council

REFERENCE GUIDE

for

Advanced Cardiac Life Support (ACLS)

Training Centre/Instructor-Training Centre (TC/ITC)

Aims and Objectives

To set up and maintain a consistent standard of teaching the ACLS Provider/Instructor courses by accreditation of Training Centres/Instructor-Training Centres (TCs/ITCs) to achieve the following objectives:

➢ To ensure the TCs/ITCs are teaching the Provider/Instructor courses according to SRFAC's published guidelines (ie. resuscitation guidelines published in Singapore Medical Journal authored by SRFAC - https://srfac.sg/public-information/#tab-id-2).

➢ To ensure that course Instructors/Instructor-Trainers maintain their competency in the teaching of Provider/Instructor courses.

1) Accreditation Process

a. **Audit Fee for renewal accreditation**: **S$540 (inclusive of GST) per audit**, payable upon completion of audit application. Training centre which fails the first audit is required to pay for each subsequent audit. **Institutions under SingHealth only need to pay S$500 (without GST) due to Group GST Registration**.

b. Audit fee payment is **by bank transfer only** - https://srfac.sg/public-information/.

c. Audit will not proceed and the audit fee forfeited, if:
   i. the class is cancelled without informing SRFAC at least 1 week in advance
   ii. the class does not start within 30 minutes from the stated commencement time

d. There should be at least 3 learners to form a class for the accreditation audit.

e. For Training Centres (TCs)and Instructor Training Centres (ITCs) seeking **renewal** accreditation status:
   i. Once the accreditation status has expired, TC/ITC seeking renewal of accreditation shall continuously furnish SRFAC with all the dates of planned and confirmed courses for the purpose of facilitating

accreditation audit sessions (matching with our auditors' availability). Any courses conducted outside of the submitted dates for accreditation audit will be considered as **invalid**.

    ii. Provider TCs will need to provide **1 date when seeking new accreditation** and **3 dates for renewal accreditation**. ITCs seeking new or renewal accreditation will need to provide **1 date for new or renewal accreditation**.

    iii. It is recommended to start the renewal accreditation application **3 months before its expiry**.

f. There is a processing period of **at least 4 weeks from the date of application (based on complete submission of required documents via SRFAC website) to the earliest audit date provided**.

g. For **Training Centres (TCs)** and **Instructor Training Centres (ITCs)** seeking **new** accreditation status:

    i. TC/ITC must have a registered web account with SRFAC (https://srfac.sg).

    ii. Has a ready pool of Chief Instructor(s) and Instructors for the relevant courses.

    iii. TC/ITC should prepare and present the following:

        1. Course syllabus outline and programme schedule (time-table)
        2. Learner's manual and training slides
        3. Sample of Attendance list (with course reference number)
        4. Sample of Learners' Theory and practical assessment papers
        5. Sample of Learners' Evaluation forms
        6. Template for recording of Issued certificates
        7. Template for recording learner's expiring certificate (to validate entry for refresher course)
        8. Template for recording of disinfection/maintenance of manikins and training equipment

h. For **Training Centres (TCs)** and **Instructor Training Centres (ITCs)** seeking **renewal** accreditation status:

    i. TC/ITC should have conducted **at least 3 courses per year(TC) or at least 1 course per year (ITC)**.

    ii. Course reference numbers of the training records of the courses conducted since the last accreditation audit will be recorded (1 course per year) – Randomly selected by Auditors and checked on-site.

    iii. TC/ITC should maintain the following records dating from the last accreditation audit:

        1. Course syllabus outline and programme schedule (time-table)
        2. Learner's manual and training slides
        3. Attendance lists (with course reference number)
        4. Learners' Theory and practical assessment papers
        5. Learners' Evaluation forms

6. Record of Issued certificates
7. Record of learner's expiring certificate (to validate entry for refresher course)
8. Record of disinfection/maintenance of manikins and training equipment

i. Accreditation status is **non-transferrable**.

j. Upon a successful accreditation audit, the accreditation validity will be **5 years from the date of audit (for new accreditation)** or **5 years from the date of current expiry date (for renewal accreditation)**.

k. Accreditation status which has lapsed for more than 6 months will be de-listed from the SRFAC website directory.

l. Any new courses that seek to be part of SRFAC's accredited list of courses should have the following submitted to SRFAC (at least 9 months prior to intended launch):

    i. Complete syllabus outline and training materials

    ii. Practical assessment checklists and theory assessment question papers

    iii. Teaching faculty qualifications and relevant experience

    iv. Target audience and the proposed entry and renewal criteria

    v. Training equipment:

        1. Manikins which can fully support the required assessment criteria, ie. BVM ventilation, ETT/LMA intubation, generate heart rhythms for 12-lead ECG – VF, WCT (VT), Asystole, NSR, SVT, AF, BradyCardia (complete heart block)

        2. Defibrillators

        3. Airway adjuncts

2) Instructing Faculty and Provider Entry and Renewal Criteria

Program Director	
Role	• Ensure proper administration of the course (ie. scheduling of courses and instructing faculty; and documentation/keeping of training records). • Works with the Chief Instructor(s) to ensure that the course content is updated and in-line with SRFAC guidelines. • Ensure that logistical needs of the course are met.
Entry **Renewal** **Certification Validity**	• Appointed by the accredited Training Centre's management. • Possess a non-expired Provider (according to course type) certificate (or higher, ie. Instructor). Relevant records are subjected to audits by SRFAC.

Provider	
Entry	• Possess a non-expired BCLS+AED Provider certificate. For learners with age and medical condition exemption can enroll for theory-only certification course.
Renewal	• Completes a re-certification course **within 3 months of expiry**.

	• Possess a non-expired BCLS+AED Provider certificate. For learners with age and medical condition exemption can enroll for theory-only certification course. • **If lapsed more than 3 months from expiry** – restart, see entry criteria.
Certification Validity	• A Provider certificate **valid for 2 years from date of course completion** can be issued by the Training Centre. Relevant records are subjected to audits by SRFAC. • Acceptance of an expired Provider certificate for operational needs will be at the discretion of the employing organization, which bears the responsibility for ensuring the highest standards of care.

Adjunct Floor Instructor	
Role	• Conduct practical skills training or assist instructors according to the respective guidelines set by SRFAC – Adjunct Floor Instructor should not be teaching skills that they are not practising (ie. Endotracheal Intubation, Synchronised Cardioversion and Mega Code) and should not sign-off as the assessor. • Ensures the safety and well-being of Learners.
Entry	• Current practicing nurse registered with Singapore Nursing Board (SNB) who is a valid LSCN Instructor. • Possess a non-expired ACLS Provider certificate. • Possess a non-expired BCLS+AED Provider certificate. For learners with age and medical condition exemption can enroll for theory-only certification course.
Renewal	• Current practicing nurse registered with Singapore Nursing Board (SNB) who is a valid LSCN Instructor. • Conducts at least 4 half-day ACLS Provider course practical sessions over 2 years as an ACLS Adjunct Floor Instructor. • Possess a non-expired BCLS+AED Provider certificate. For learners with age and medical condition exemption can enroll for theory-only certification course. • If lapsed – to complete 1 supervised ACLS Adjunct Instructor attachment.
Certification Validity	• An Instructor certificate is valid for 2 years and can be issued by the Training Centre which engages the Instructor who have fulfilled the renewal criteria.

Floor Instructor	
Role	• Conduct theory and practical training and assessment according to the respective guidelines set by SRFAC. • Complies with existing safety and health measures implemented by the Training Centre (TC). • Ensures the safety and well-being of Learners.
Entry	• Staff Registrar, Senior Resident physician (or equivalent) and above. • Possess a non-expired ACLS Provider certificate. • Possess a non-expired BCLS+AED Provider certificate. For learners with age and medical condition exemption can enroll for theory-only certification course. • Attends the ACLS Instructor course and fulfil 1 supervised attachment with any accredited ACLS Training Centre within 12 months of the ACLS Instructor course completion.
Renewal	• Conducts at least 4 half-day ACLS Provider course practical sessions over 2 years as an ACLS Instructor. • Possess a non-expired BCLS+AED Provider certificate. For learners with age and medical condition exemption can enroll for theory-only certification course. • **If lapsed** – to complete 1 supervised ACLS Instructor attachment.
Certification Validity	• An Instructor certificate is valid for 2 years and can be issued by the Training Centre which engages the Instructor who have fulfilled the renewal criteria.

Chief Instructor (CI)

Role	• Works with the Program Director to ensure that the course content is updated and in-line with SRFAC guidelines. • Complies with existing safety and health measures implemented by the Training Centre (TC). • Ensures the safety and well-being of Learners and Instructors. • Supervise and mentor Instructors. • May function as an Instructor. • Ensure that Learners are assessed fairly, address issues raised by learners/Instructors and facilitate improvements to the course. • Ensure that the logistical needs of the course are met.

Entry	• An active ACLS Instructor for **the past 4 years or equivalent**.
	• Possess a non-expired BCLS+AED Provider certificate. For learners with age and medical condition exemption can enroll for theory-only certification course.
	• Associate Consultant (or equivalent with specialist accreditation with the Specialist Accreditation Board) and above with the preferred specialties:
	   - *Anaesthesiology*
	   - *Cardiology / Cardiothoracic Surgery*
	   - *Critical / Intensive Care Medicine*
	   - *Emergency Medicine*
	   - *General Surgery*
	   - *General Medicine*
	• Recommendation by 1 ACLS Chief Instructor **AND** Program Director of the ACLS Training Centre.

Renewal	• Conducts at least 4 half-day ACLS Provider course practical sessions over 2 years as an ACLS Chief Instructor. • Renewal letter from the Program Director of the ACLS Training Centre. • **If lapsed** – to complete 1 supervised ACLS Chief Instructor attachment.
Certification Validity	• A Chief Instructor status (no certificate is issued by SRFAC) is valid for 2 years and will be displayed on SRFAC's web directory.

Instructor-Trainer (IT)	
Role	• Conduct theory and practical training and assessment according to the respective guidelines set by SRFAC. • Complies with existing safety and health measures implemented by the Instructor Training Centre (ITC). • Ensures the safety and well-being of Learners (Trainee-Instructors).

Entry	• ACLS Instructor with at least 4 years of experience or equivalent.
	• Associate Consultant (or equivalent with specialist accreditation with the Specialist Accreditation Board) and above with the preferred specialties:
	   - *Anaesthesiology*
	   - *Cardiology / Cardiothoracic Surgery*
	   - *Critical / Intensive Care Medicine*
	   - *Emergency Medicine*
	   - *General Surgery*
	   - *General Medicine*
	• Completes 1 ACLS Instructor-Trainer (IT) attachment with any accredited ACLS Instructor-Training Centre (ITC).
	• Subject to approval by SRFAC.

Renewal	• Conducts at least 2 ACLS Instructor courses over 2 years as an ACLS Instructor-Trainer. • Renewal letter from the Program Director of the ACLS Instructor Training Centre. • Possess a non-expired BCLS+AED Provider certificate. For learners with age and medical condition exemption can enroll for theory-only certification course. • Maintains the ACLS Provider course Instructorship. • **If lapsed** – to complete 1 supervised ACLS Instructor-Trainer attachment.

Certification Validity	• An Instructor-Trainer status (no certificate is issued by SRFAC) is valid for 2 years and will be displayed on SRFAC's web directory.

Chief Instructor-Trainer (CIT)	
Role	• Complies with existing safety and health measures implemented by the Instructor Training Centre (ITC). • Ensures the safety and well-being of Learners (Trainee-Instructors) and Instructor-Trainers. • Supervise and mentor Instructor-Trainers. • May function as an Instructor-Trainer. • Ensure that the course content is updated and in-line with SRFAC guidelines. • Ensure that Learners (Trainee-Instructors) are assessed fairly, address issues raised by Learners/Instructors and facilitate improvements to the course.

Entry	• An active ACLS Instructor-Trainer for **the past 4 years or equivalent**.
	• Possess a non-expired BCLS+AED Provider certificate. For learners with age and medical condition exemption can enroll for theory-only certification course.
	• Associate Consultant (or equivalent with specialist accreditation with the Specialist Accreditation Board) and above with the preferred specialties:
	   - *Anaesthesiology*
	   - *Cardiology / Cardiothoracic Surgery*
	   - *Critical / Intensive Care Medicine*
	   - *Emergency Medicine*
	   - *General Surgery*
	   - *General Medicine*
	• Recommendation by 1 ACLS Chief Instructor-Trainer **AND** ACLS Program Director of the Instructor Training Centre.

Renewal	• Conducts at least 2 ACLS Instructor course over 2 years as an ACLS Chief Instructor-Trainer. • Renewal letter from the Program Director of the ACLS Instructor Training Centre. • Possess a non-expired BCLS+AED Provider certificate. For learners with age and medical condition exemption can enroll for theory-only certification course. • Maintains the ACLS Provider course Instructorship. • Renewal letter from the Program Director of the ACLS Instructor Training Centre (ITC). • **If lapsed** – to complete 1 supervised ACLS Chief Instructor-Trainer attachment.
Certification Validity	• A Chief Instructor-Trainer status (no certificate is issued by SRFAC) is valid for 2 years and will be displayed on SRFAC's web directory.

Auditor	
Role	• Represent SRFAC to audit Training Centre (TC)/Instructor Training Centre (ITC) applying for ACLS accreditation. • Review and provide feedback on ACLS accreditation-related matters. • Assist in engagement sessions organized by SRFAC; eg. Updates, workshops, etc.

Entry	• Invitation by SRFAC **OR** recommendation by 1 Auditor.
	• Possess a non-expired BCLS+AED Provider certificate. For learners with age and medical condition exemption can enroll for theory-only certification course.
	• **For ACLS TC Auditors:** Active ACLS Instructor for **the past 4 years or equivalent**.
	• **For ACLS ITC Auditors:** Active ACLS nstructor-Trainer for **the past 4 years or equivalent**.
	• Associate Consultant (or equivalent with specialist accreditation with the Specialist Accreditation Board) and above with the preferred specialties:
	   o *Anaesthesiology*
	   o *Cardiology / Cardiothoracic Surgery*
	   o *Critical / Intensive Care Medicine*
	   o *Emergency Medicine*
	   o *General Surgery*

	o *General Medicine* • Completes 1 Auditor attachment with existing Auditors other than the recommending Auditor.
Renewal	• Conducts at least 1 SRFAC assigned audit during their appointed term. • Possess a non-expired BCLS+AED Provider certificate. For learners with age and medical condition exemption can enroll for theory-only certification course. • **For ACLS TC Auditor:** Maintains a current ACLS Chief Instructor status. • **For ACLS ITC Auditor:** Maintains a current ACLS Chief Instructor-Trainer status.
Certification Validity	• The Auditor status is valid for up to 5 years.

3) Program and Content

a. During the Provider/Instructor course, the Instructor-to-Manikin-to-Learner ratio is **1:1:5**.

b. The program should be properly communicated so that learners know what to expect and be appropriately prepared for the course.

c. The contents of the training should adhere to the recommended guidelines. Hence, the TC/ITC should be represented at every SRFAC update session.

d. Course materials should be sent to the learners prior to the course. This is to ensure that learners will have ample time to read and prepare for the course.

e. Learners enrolled in the E-learning packages can complete the theory lesson component but must complete the remaining hands-on practice, practical and theory assessment which must be conducted in the presence of the instructor for all SRFAC accredited courses.

f. At least two (2) different sets of theory assessment papers are readily available to be used interchangeably in the course (Minimum of 30 questions), passing mark is set at **80%** and up to three (3) attempts are allowed for each learner.

4) Facilities and Equipment

a. The TC/ITC has the responsibility to provide appropriate facilities and equipment to facilitate the training:

    i. Adequate lighting and ventilation

    ii. Adequate space for practical hands-on and assessment (does not infringe on public areas such as stairwells, corridors, walkways or lobby)

    iii. Secure storage for assessment papers within the Centre

b. The TC/ITC should have the following to ensure the safety of its staff and learners by providing:

    i. Evacuation plan

    ii. Safety and health briefing

c. Specific manikins used for practical hands-on training and assessment should capture and present the required information necessary in the assessment criteria.

d. The maintenance and disinfecting of the manikins should be carried out in accordance with recommendations by the manufacturer.

5) Certification

a. Learners who have successfully completed the course should be issued certificates (physical or digital) with the following clearly indicated:
   i. Name of Program Director
   ii. Full name of the learner (as stated on NRIC, Passport or other official documents)
   iii. Name of TC/ITC
   iv. Course type (eg. ACLS Provider or ACLS Provider "Theory-Only/Certificate of Attendance")
   v. Certificate validity and serial number/course reference number
   vi. States "Accredited by the Singapore Resuscitation and First Aid Council" – logo of SRFAC can be included

b. Learners who **do not pass <u>BOTH</u> theory <u>AND</u> practical assessment**, should not be issued a Provider certificate. A **Certificate of Attendance (COA) may be issued** if the learner completes the theory lessons and pass the theory test in the presence of the TC instructor/staff. However, a COA is **subjected to acceptance by the learner's employing institution due to age/medical condition exemptions; and is not equivalent to a Provider certificate**.

c. Upon completion of the Provider course, Provider's certificate must be issued within 30 days from the completion of course. If certificate is not immediately available, TC should issue a memo to indicate that the learner has successfully completed the course and is waiting for the official certificate.

d. Upon completion of the Instructor course and 1 attachment (within 12 months) with an accredited Training Centre, an Instructor certificate must be issued by the Instructor Training Centre (ITC) and is valid for 2 years.
   i. Renewal may be done by the Training Centre(s) which engaged the Instructor and can only be renewed if the Instructor conducts at least 4 half-day ACLS Provider course practical sessions over 2 years as an ACLS Instructor before the expiry of the Instructor certificate.
   ii. The initial Instructor certificate must be issued within 30 days from the submission of the Instructor-Trainee attachment form (after fulfilling 1 attachment) to the Instructor Training Centre (ITC). Validity of the Instructor certificate will start from the date of Instructor course completion.
   iii. If certificate is not immediately available, ITC should issue a memo to indicate that the learner has successfully completed the course and is waiting for the certificate.

e. Foreign Life Support certificate – If SRFAC certificate is required as part of their work requirement, individuals with a current foreign Life Support certificate can enrol for the respective SRFAC-accredited refresher course with any SRFAC-accredited Training Centres.

6) Records

a. TC/ITC should maintain the following records dating from the last accreditation audit:
   i. Attendance lists (with course reference number)
   ii. Learners' Theory and practical assessment papers
   iii. Learners' Evaluation forms
   iv. Record of Issued certificates
   v. Record of learner's expiring certificate (to validate entry for refresher course)
   vi. Record of disinfection/maintenance of manikins