

ERC Course Rules

Version 5.0

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1. Objectives

- 1.1.** The objective of training is to equip the learner with the ability to undertake resuscitation in a real clinical situation at the level at which they would be expected to perform, be they lay bystander, first responder in the community or hospital, a healthcare professional working in an acute area, or a member of the medical emergency or cardiac arrest response team.

2. Terminology and Definitions

Types of training

2.1. Basic Life Support (BLS) course

The aims of the BLS courses are to enable each candidate to gain competency in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED). BLS courses are appropriate for a wide range of providers. These may include clinical and non-clinical healthcare professionals (particularly those who are less likely to be faced with having to manage a cardiac arrest), general practitioners, dentists, medical students, first aid workers, lifeguards, those with a duty of care for others (such as school teachers and care workers), and community responders, as well as the general public.

2.2. Immediate Life Support (ILS) course

The ILS course aims to train healthcare providers in advanced resuscitation enabling them to manage patients in cardiac arrest until the arrival of a resuscitation team and to participate as members of that team. That includes: the ABCDE approach to the deteriorating patient, CPR, simple airway management and safe defibrillation (manual and/or AED).

2.3. Advanced Life Support (ALS) course

The ALS course comprises all ILS objectives with an additional focus on team related non-technical skills. Following the ALS course candidates know about the relevant factors and skills necessary leading the resuscitation team and will be able to lead the resuscitation team.

That includes to highlight the causes of cardiac arrest, identify patients in danger of deterioration and manage cardiac arrest and the immediate peri-arrest problems encountered in and around the first hour or so of the event. The target candidates for this course are doctors, nurses and paramedics working in emergency areas in or out of the hospital or Emergency Medical Systems (EMS), and those who attend cardiac arrests on a regular basis or may be expected to lead a cardiac arrest team. It can also be suitable for individuals who are regularly members of resuscitation teams or regularly working in the EMS.

2.4. Paediatric Basic Life Support (EPBLS) course

The aim of the PBL course is to prevent and manage cardiorespiratory arrest in children and to enable each candidate to gain competency in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED). PBL courses are appropriate for a wide range of providers as described in the BLS course and for health care professionals.

2.5. European Paediatric Immediate Life Support (EPILS) course

EPILS is aimed at training healthcare providers to recognise and manage critically ill children and children in cardiorespiratory arrest whilst awaiting the arrival of a resuscitation team in the first minutes. EPILS will also train the candidate to participate as members of that team.

2.6. European Paediatric Advanced Life Support (EPALS) course

The EPALS course is designed for healthcare professionals who are involved in the resuscitation of a child, infant or newborn whether in or out of hospital. The course aims to provide caregivers

with the knowledge, skills & attitude or the management of the critically ill child during the first hour of illness, and to prevent progression of diseases to cardiac arrest.

2.7. Newborn Life Support (NLS) course

The NLS course aims to provide the detailed knowledge and practical instruction in resuscitation of babies at birth. It is designed for all health workers, regardless of their discipline or status, who may be called upon to resuscitate a newborn.

2.8. Basic Instructor course (BIC)

This course is for candidates who have attended BLS or EPBLS provider courses and subsequently want to become instructors themselves. For this reason, the ERC has developed a Basic Instructor Course. Candidates for this course must hold the ERC BLS or EPBLS certificate.

2.9. Generic Instructor Course (GIC)

This course is for candidates who have attended ALS, EPALS, ILS, EPILS, NLS or ETC¹ (European Trauma Course - is organised by the European Trauma Course Organisation (ETCO) ivzw (international non-profit organisation), of which the ERC is one of the four member organisations.) provider courses and been recommended as having Instructor Potential (IP) by the respective course faculty. The course concentrates on teaching non-technical skills, leading a simulated cardiac arrest scenario, teaching team-work, assessing knowledge, skills and attitudes, and providing effective feedback.

2.10. Educator Master Class (EMC)

The Educator Master Class trains selected Instructor Trainers or Medical Educators in the field of Resuscitation (e.g. resuscitation officers or members in a CPR training centre) to become an ERC Educator Candidates (EdC).

2.11. Refresher Seminar (RS)

A Refresher Seminar is a short modular skills training, organised for the general public with prior experience in resuscitation, being an ERC provider or not topic.

2.12. Recertification-modules

Recertification modules aim to keep CPR providers competent over time and are one of the ways a provider can re-certify their provider competences skills, and keep their respective certificate up to date, as outlined in 10.3.

2.13. Transition Course

A Transition Course is part of the conversion process of instructors who were trained by other organisations. It focuses on the educational aspects of the ERC courses and is instructed by ERC senior Instructor Trainers (ITs) chosen by the Science and Education Committee (SEC) of the relevant course type and Development Committee Education (DC-Edu) chair.

Titles and functions

2.14. Faculty

Course Director (CD), Course Director Candidate (CDC), Instructors (I), Instructor Candidates (IC), Instructor Trainers (IT), Instructor Trainer Candidates (ITC), Educators (Ed) and Educator Candidates (EdC), Educator Trainers (EdT) make up the faculty of ERC courses.

2.15. Provider (P)

A Provider is an individual who has successfully completed a provider course (BLS, ILS, ALS, EPBLS, EPILS, EPALS, NLS).

2.16. Instructor Potential (IP) (for Advanced Courses)

An Instructor Potential is an individual who has completed an Advanced Provider or Recertification Course successfully and has shown an aptitude to teach. In addition, he or she must fulfil the criteria necessary (attachment "IP Selection Form") to qualify as a future instructor and have been recommended for IP status by the Faculty of that course.

2.17. Instructor Candidate (IC)

An Instructor Candidate is an individual who has passed an Instructor Course successfully (BLS Instructor Course or Generic Instructor Course).

2.18. Instructor (I)

A Instructor is an Instructor Candidate who has successfully completed his I training as described in the "Faculty" section 9 below and has recertified if required [10.5-10.8]. Instructors teach on a Provider Course.

2.19. Instructor Trainer Candidate (ITC)

An Instructor from a relevant course type who is invited to teach on an Instructor Course, is called an Instructor Trainer Candidate until upgraded to Instructor Trainer (IT).

2.20. Instructor Trainer (IT)

Instructor Trainers teach on an Instructor Course after successfully having completed their Instructor Trainer Candidate training and after having recertified if required [10.5-10.8].

2.21. Course Director Candidate (CDC)

A Course Director Candidate is an experienced instructor for that course type who is invited to shadow the Course Director. The Course Director Candidate is not an assistant, but a Course Director-in-training. A CDC does NOT count as instructor for the purpose and consequently will not teach at that course.

2.22. Course Director (CD) / Lead Instructor (BLS)

A Course Director is a senior instructor who takes overall responsibility for the course and ensures that the course is run according to ERC guidelines and rules. Course Directors exist at the level of Provider Courses (Provider Course Director) and Instructor Courses (Instructor Course Director). He or she sets out the programme and appoints the instructors. The Course Director also approves the results of the course candidates and assesses the instructors and CDCs.

For basic life courses, a Lead instructor takes up the same responsibilities. Contrary to a Course Director, this Lead Instructor is an assigned role, not a separate certification.

2.23. National Course Director (NCD)

A National Course Director is an experienced CD, endorsed by the relevant National Resuscitation Council (NRC), who represents the Course Directors of a type of course of a certain country. An NCD must meet all points in the following profile:

- Must be ERC Associate member
- Must already be an established course director for this type of course
- Must have good communication skills (including E-mail)
- Must have a working knowledge of English
- Must be full member of his NRC and have credibility in own country (if applicable)
- Must be prepared and able to attend international meetings of ERC NCDs (ERC is planning one Course Director Day (CDD) meeting every year)
- Leadership skills to lead development of the course in their country
- Involved in developing and spreading ERC courses in own country

- Familiarity with ERC systems - (Course System (CoSy) etc.)

If there is no NRC in a certain country, the SEC co-chair education can appoint the NCDs directly.

2.24. Educator Candidate (EdC)

An Educator Candidate is an individual who has passed an Educator Master Class successfully.

2.25. Educator (Ed)

An Educator is a person with an educational and clinical background who has undertaken the Educator training. The presence of an Educator is mandatory for the Generic Instructor Course.

2.26. Educator Trainer (EdT)

Faculty on an Educator Master Class are called Educator Trainers.

2.27. Course Center (CC)

A Course Center is the entity (organisation or individual) who administers the organisational, managerial, financial and logistical aspects of an ERC course.

2.28. Large Course Center (LCC)

A Large Course Center is a Course Center that would like to train a group of at least 100 members of a certain community over a longer period of time (e.g. all nursing staff, all medical students of a university, ...)

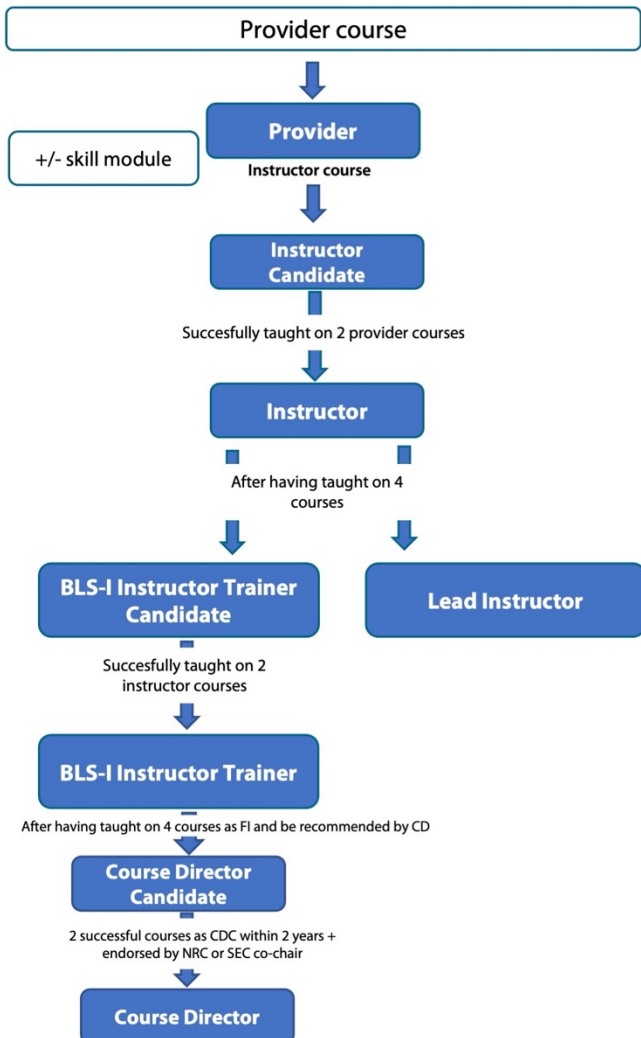
2.29. Course Organiser (CO)

The Course Organiser is a natural person who is granted CO permissions by the CC in order to perform the CC tasks for one or more course types on behalf of these CC. One CC can have several CO and one CO may serve more than one CC.

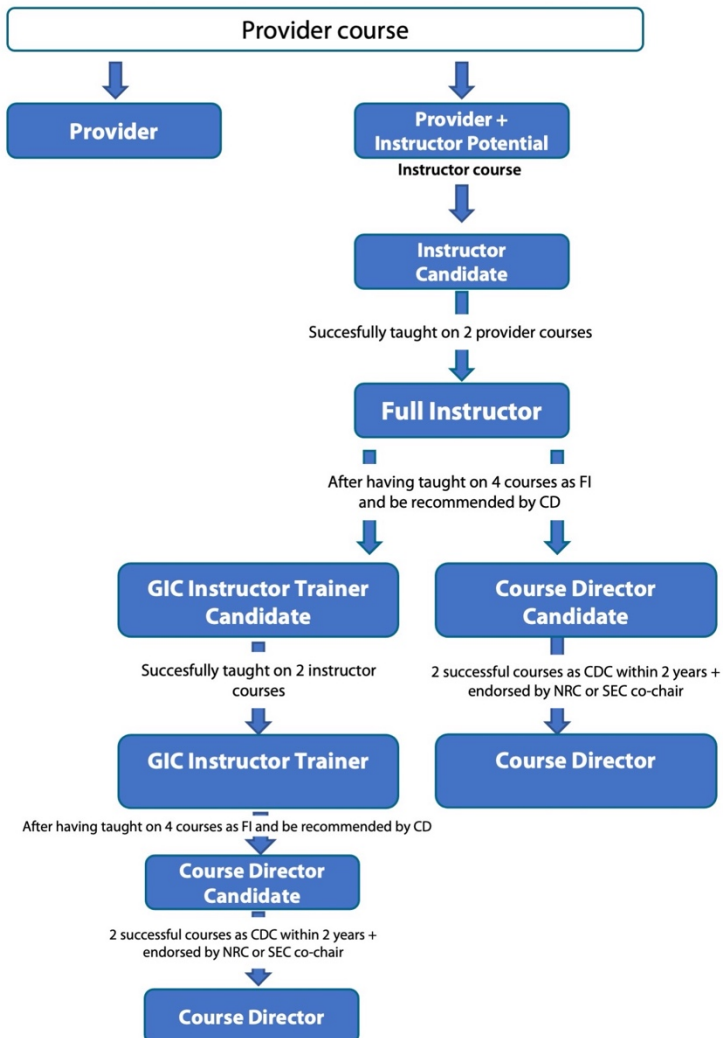
2.30. Flow charts of instructor development

- a) Basic courses
- b) Advanced courses
- c) Educator

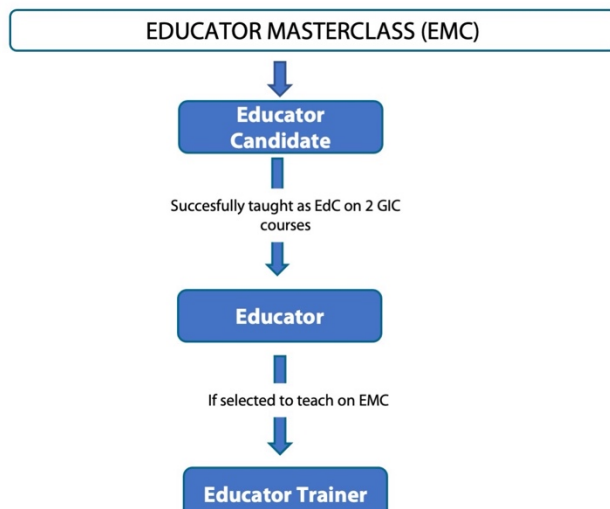
a) Basic courses



b) Advanced courses



c) Educator



2.31. Self-Sufficiency

A National Resuscitation Council is considered as self-sufficient for a certain type of course if:

- It has the resources, expertise, and experience to run courses, and has demonstrated an ability and commitment to maintain the quality of training agreed with the ERC in accordance with the document Self-Sufficiency. (Attached to this document)
- There is a formal written agreement of partnership between the ERC and the NRC in which the responsibility for the national supervision and quality control rests with the National Resuscitation Council.

Nevertheless, all ERC courses are organised under supervision of the respective SEC.

2.32. Science and Education Committee(s) (SEC)

The SEC are appointed according to the ERC Internal Rules (Bylaws).

The SEC are responsible for the further development and quality control of their type of course, and oversee these courses, in partnership with the National Resuscitation Council, if one exists.

2.33. Development Committee Education (DC-Edu)

The DC-Edu is made up of the co-chairs with education focus of each SEC plus additional members, appointed according to the Internal Rules

2.34. Course System (CoSy)

Online learning platform, consisting in a course administration section and an e-learning section.

2.35. Simulation Scenario

On ERC courses, there may be scenario simulation demonstrations (SIMdemos), as well as sessions covering simulation teaching (SIMteaches) and assessment (SIMtests).

2.36. Multiple Choice Question (MCQ)

Multiple choice is a form of assessment in which respondents are asked to select the best possible answer (or answers) out of a list or True/False option. Either before the hands-on course (PRE-MCQ), and/or during a summative assessment after the course (POST-MCQ).

2.37. Retest

A Retest grants a participant the opportunity to repeat a practical Skill, SIMtest during the current course.

2.38. Resit

A Resit is granting a participant the opportunity to repeat either their MCQ or SIMTest. Retest on a future course or a specific limited course for this purpose.

2.39. Recertification – Lifelong Learning

Recertification is the process of renewing a course-related ERC qualification, as part of a lifelong learning trajectory. Recertification typically demands regular educational activity – either online and/or as a short hands-on recertification module, with or without assessment-, within a predefined time period.

2.40. Basic Courses

BLS and PBLs are Basic Courses.

2.41. Advanced Courses

ALS, ILS, EPALS, EPILS and NLS are Advanced Courses.

2.42. Instructor Courses

BIC and GIC are Instructor Courses. The BIC is the relevant instructor course for Basic Courses. The GIC is the relevant instructor course for the Advanced Courses.

2.43. BIC skill modules

Providers who complete a Basic Instructor Course become IC for a certain course type e.g. BLS. If they afterwards attend another basic course type e.g. PBLS they would theoretically become IC for that course type by definition (having already done a BIC). However, to guarantee a sufficient level of skills and knowledge countries might ask these providers to at least have done an additional dedicated BIC skill module in either PBLS or BLS.

2.44. Cost of Living Adjustment (COLA) factor

The COLA factor is the percentage of the Gross National Income (GNI) of a country in relationship to the "High Income" GNI from the list of the World Bank, rounded off to the nearest 10, with a minimum of 20% and a maximum of 100%. The list of COLA factors is confirmed by the Board annually.

2.45. Seat

A Seat is the unit per participant, charged to the Course Center for the ERC services as described in section 10/1 of the Course Rules, in order to facilitate Course Centers to run CPR trainings according to the ERC quality requirements.

2.46. Course Collaboration Agreement (CCA)

A CCA is an agreement between the ERC and a registered legal body in order that this legal body is assigned CC permissions for a country without an NRC or where the NRC is not interested in taking responsibility for ERC courses.

3. General

- 3.1.** All Faculty members and COs must abide by the ERC Code of Conduct. (Attached to this document.)
- 3.2.** Any profit made from courses, should be reinvested in comparable resuscitation training.
- 3.3.** Each course must be registered and completed in the Course System (CoSy) resulting in the creation of certificates.
- 3.4.** The core programme for each course type exists in the Course Materials in CoSy, a list of possible exceptions will be kept up to date in that location. Changes to the programme can only be done in collaboration with the relevant SEC.
- 3.5.** The DC-Edu can grant exceptions to the rules in this document, provided it is on a pilot basis for a limited group and time, under the supervision of a DC-Edu member, and ends with an evaluation report to the DC-Edu.
The DC-Edu can then decide:
 - To stop the pilot
 - To adjust the pilot, with a new timing
 - To implement it in the course rules, making it applicable or available for all
- 3.6.** NRCs may decide about additional rules for local instructors and local course directors and increase the requirements for local ERC courses. For those faculty members coming from abroad, only the ERC rules apply.

4. Courses

Course Organisation

- 4.1.** The number of participants per course is to some extent dependent on the course and should not exceed 32. For educational reasons ERC recommends an optimum group size of 6 candidates in advanced and instructor courses. In case a CC increases group size to a maximum of 8 candidates for advanced and instructor courses, the specific reasons have to be presented to the NRC (NCD) or the SEC for approval. If there are more than 32 participants, they should be divided into separate courses each with their own CD and faculty.
- 4.2.** The CD is responsible for the composition of the faculty. The minimum criteria are:
- a) The number of ICs should never exceed the number of Instructors
 - b) The minimum faculty for EPBLS, PBLs, BIC, ILS & EPILS course is 1 Instructor per 8 participants (per 6 recommended). The minimum faculty for ALS, EPALS, NLS & GIC course is 1 Instructor or IC per 3 participants (On exception by NRC/SEC 4 possible, for this 2 faculty members per training session are required).
 - c) The CD and the CDC does NOT count as Instructor for ALS, EPALS, NLS & GIC course.
 - d) The Pass Mark MCQ is for each course type defined in the programme of the course.
- 4.3.** All Advanced Courses should have a multidisciplinary faculty. Faculty members should have relevant ERC qualifications in order to teach on a course.
- 4.4.** For Advanced Courses, course material must be forwarded to the participants at least 4 weeks in advance with advice concerning pre-course preparation and completion of pre-course papers. Participants should be thoroughly familiar with the content of the manual and the pre-MCQ is mandatory before attending the course. Advance Course participants normally must come from healthcare environments.
- 4.5.** Participants must only be tested on the material and information contained in the manual.
- 4.6.** Participants should complete the online post course survey via CoSy.
- 4.7.** Course details need to be completed in CoSy within a period of 2 months after the course.
- 4.8.** Equipment must be available in accordance to the provided equipment list and be in sound working order.
- 4.9.** ERC MCQs and exams may not be altered in any way.

Course Centers (CC)

- 4.10.** Only someone with ERC CC permissions for the particular course type in the country in question can organise ERC courses.
- 4.11.** Organisations or individuals applying for CC permissions:
- in a country with a self-sufficient NRC: are decided by that NRC;
 - in a country with a not-self-sufficient NRC: are decided by the SEC co-chair;
 - in a country without an NRC: are decided by the SEC co-chair and the General Purpose Committee (GPC)
- The self-sufficient NRC or in other case the SEC co-chair may grant CC permissions, based on the criteria of 4.14, with the possibility of an appeal on a DC-Edu level. In case a prioritisation is required, this is based on objective, peremptory criteria, both prioritisation and criteria also subject to an appeal on a DC-Edu level.
- 4.12.** CC permissions for ALS also apply for ILS and BLS.
CC permissions for ILS also apply for BLS.
CC permissions for EPALS also apply for EPILS and EPBLS.

CC permissions for EPILS also apply for EPBLS.

- 4.13.** CC permission is granted for a period of up to two years at the end of which the permission will be evaluated by the Self-Sufficient NRC or the SEC co-chair for that course type. A decision will be taken whether to renew and points for improvement will be shared. In the case of severe violation of the CC conditions or repeated recommendations without improvement, CC permission can be withdrawn or not renewed.

Preliminary CC permissions however may be granted for up to two courses. Upon positive feedback of the CD and faculty, these CC permissions can be extended in line with the previous paragraph.

- 4.14.** Where concerns about a certain CC have come to light, this CC may be assessed and reviewed at any time at the discretion of the Self-Sufficient NRC or the SEC co-chair for that course type. These structures reserve the right to revoke CC permissions

- 4.15.** CCs have to meet the following conditions:

- a) To have adequate administrative and secretarial resources.
- b) To have access to a sufficient number of faculty members to run the required courses.
- c) To have access to suitable infrastructure for organising the courses.
- d) To comply with this ERC Course Rules document.
- e) To make available the training materials required for each course
- f) To be able to deliver these training materials in a timely manner to the course venues.
- g) To be able to organise the necessary course catering facilities.
- h) Either to distribute official printed versions of the manuals or to allow individual participants to purchase their discounted copy via the ERC shop. This next to the personalised online pdf version, available for each participant via CoSy as being included in the Seat fee.
- i) To accept and facilitate course visits and reviews by ERC and NRC, to consider any subsequent recommendations, and to implement them as appropriate.
- j) To organise a sufficient number of courses as decided by the Self-Sufficient NRC or the SEC co-chair for that course type. A guideline figure would be 2 courses every 2 years for each course type.
- k) To ensure that the personal data (first name, last name, email address (this last one mandatory for Advanced Courses) of the participants are entered correctly and sufficiently in advance in CoSy. Either by encouraging the participants to register themselves, or by entering them, or uploading them via a file, in CoSy.
- l) To keep a record of detailed participant results for the duration of validity period of their qualification, with a maximum of 5 years.
- m) To organise ERC courses efficiently including the following:
 - Register courses in advance in the Course System (CoSy)
 - Provide correct and complete data
 - Send information to participants and instructors in advance of the course, to include venue, lodging, timing, programme, any pre-tests, and if relevant a copy of the appropriate manual(s)
 - Create ERC certificates via CoSy and issue to successful participants; create ERC letters of attendance via CoSy and issue to those who were not successful or were not tested.
 - Handle efficiently the financial obligations related to courses:
 - i) Collect participation fees correctly
 - ii) Reimburse travel and other expenses incurred by instructors in a timely manner
 - iii) Settle ERC and NRC invoices related to courses by the due dates

- To encourage all participants to fill in ERC online course evaluation forms, to consider such evaluations, and to take appropriate action to rectify any shortcomings reported
- To accept, as far as possible, ICs and CDCs from within and from outside the CCs own organisation, as a faculty member on their courses, free of charge.
- To make sure that faculty members are indemnified for civil liability.
- n) To comply with the ERC Data Protection Policy and other GDPR requirements.
- o) To be prepared to receive the relevant information from the ERC and – if applicable – the NRC related to the ERC courses. Receiving such information is a prerequisite to maintain Course Center permissions; unsubscribing from such mailing lists automatically implies termination of the Course Center permissions.

4.16. The CC liaises with the CD and with the NRC or ERC Office/CoSy.

4.17. Large Course Centers (LCCs)

- a) The LCC option may be granted to a Course Center for any course type, by the self-sufficient NRC or – in other case – the relevant SEC Co-Chair and have signed a LCC agreement with the ERC.
- b) LCCs are able to upload and update (by upload) their community of trainees; after having spent the relevant Seat, all these trainees get access to the online training platform.
- c) For each course, the LCC will register the faculty and select the relevant participants in CoSy. After the certificates have been created, the selected group of participants should be considered as final.
- d) The LCC will be able to effectively register individual participants for one course within a time frame of 24 months after the Seat for this participant has been spent.

5. Eligibility

5.1. Participants should undertake and revise Basic Life Support training before undertaking an advanced course. (Relevant for ILS AND ALS)

5.2. A pre-MCQ should be used as part of the preparation for the course and participants should be advised to read the manual and complete the online learning section before answering the test. This test is standard administered online as part of the e-learning but if wanted can also be taken off-line after which the CD/CO will need to upload the test results into COSY. Participants who do not satisfactorily complete the pre-course test can be refused attendance on the course. The pre-course test mark does not contribute to the final result.

The pre-MCQ is mandatory for advanced and advised but optional for basic courses.

5.3. For disabled candidates the ERC policy for disabled candidates is followed. (Attached to this document)

5.4. Participants of advanced courses will usually be healthcare providers; others may attend as 'observers', but their presence must not detract from teaching provided to full course members.

5.5. Participants of GICs must have a valid ERC IP status. This is not needed to attend a BIC.

6. Course Content

6.1. The teaching element of the courses can include lectures, skill stations, simulation sessions workshops, e-learning tools, webinars, forum discussion groups, closed and open discussions and simulation sessions.

6.2. It is the responsibility of the CD to ensure suitable allocation of the teaching sessions taking into account credibility, knowledge base and faculty requirements.

- 6.3. Course structure must follow the official ERC course programme. Some of the items in the programme may be moved forwards or backwards to allow for local timetabling, but only at the discretion of the CD.
- 6.4. The standard programme provided by ERC outlines the minimum required exposure to practice and testing stations.
- 6.5. The ERC format of the courses and course material, as made available via the ERC Course Materials in CoSy, must be used. Some additional slides or equipment may be used in lectures after approval of the SEC but this should not be at the expense of other programme items. All mandatory topics must be covered.
- 6.6. Where local circumstances require the inclusion of additional skills, optional modules may be added to the core course content. This can increase the course duration.

7. Assessment

- 7.1. According to the specific course rules per course type, participants can be assessed using either formative or summative assessment, or both.

Formative Assessment

- 7.2. Formative assessment can be guided by the assessment forms for each core skill.
- 7.3. Participants will be provided access to the formative assessment forms well in advance, in order for them to prepare for the assessments properly.
- 7.4. If a candidate has not met the recognised criteria, they should be given an appropriate feedback and offered remedial help.

Summative Assessment

- 7.5. All participants should be given the possibility of completing all assessment stations regardless of their results for other stations.
- 7.6. If a candidate has not met the recognised criteria, they should be given an appropriate feedback and offered remedial help.
- 7.7. All testing papers are copyright protected and must not be loaned, copied or taken away from the course site by anyone other than the CD or CO.

MCQs

- 7.8. Participants with special needs may be granted additional time (e.g. 30 minutes) to complete the paper, at the discretion of the CD. This must be agreed in advance of the exam.
- 7.9. Answers must be confined to the answer sheet provided and all question papers and scrap paper must be handed in.

Practical assessment stations

- 7.10. Each practical assessment must be carried out by at least one experienced Instructor. For Advanced Courses, testing should include another member of the faculty. If an IC is leading the assessment this must be under the supervision of an instructor.
- 7.11. Practical skills should be assessed through Skills and/or SIMtest stations.
- 7.12. SIMtest on Advanced Courses: Participants must be tested using one of the standardised testing scenarios provided. The CD shall decide which scenario(s) are used for testing the participants. If multiple scenarios are used, they should be allocated to participants in a random manner. Additional instructor (or IP or trained assistant) may be used as team members during the scenario.

Retest

- 7.13.** CC shall offer the possibility for a MCQ resit after the course.
- 7.14.** Each participant on the course will be entitled to an immediate Retest on any practical Skill or SIMTest. These are conducted using a different SIMTest selected in advance by the CD.
- 7.15.** A different Instructor appointed by the CD should assess the retest.
- 7.16.** Only if a participant fails either the SIMTest Retest or the MCQ, may the faculty decide to refer them to a Resit, this decision must be confirmed by the CD. In other cases, the entire course will need to be repeated as a regular participant.

Resit

- 7.17.** The Resit can take place on a future course or a specific limited course for this purpose, within a period of 1 year, by different faculty members.
- 7.18.** An MCQ Resit should be a different paper taken under invigilated conditions and under responsibility of a CD.
- 7.19.** Only those Resit participants who complete their Resit successfully will be considered to have passed the course. If a participant fails a Resit their only option is to repeat the entire course, in which case they are considered a regular participant.

Instructor Potential (IP) for Advanced courses

- 7.20.** Participants who show ability and aptitude during an Advanced Provider or Provider Recertification Course may be considered for Instructor training.
- 7.21.** Participants are eligible for consideration for instructor training only after being nominated and seconded by Instructors at the final faculty meeting, based on the IP Selection Form (see attachments). The whole faculty should then discuss each nominated participant's performance using the IP selection form and guidance.
- 7.22.** Recommendations for IP should ideally be unanimous, but if one faculty member is opposed, the CD may make the final decision.
- 7.23.** Those recommended as having IP should be informed as soon as possible after the course by the CD. Upon the creation of certificates, CoSy will issue additional information and explain the process of becoming an Instructor and how to register for an Instructor course. (This depends on the correct logging of the participant's email address in CoSy).
- 7.24.** IPs are eligible to undertake the relevant Instructor Course within 3 years.

8. Certification

- 8.1.** At the end of the course an official ERC Certificate will be issued to successful participants via CoSy.
- 8.2.** Participants cannot complete the course successfully unless they are present throughout the course. If, for a legitimate reason, a participant misses an element of the course, then provided they successfully pass all the assessment components they may be permitted to complete the missed element on another course within 1 year.
- 8.3.** Participants of Provider Courses who have completed all the assessments successfully will receive a Provider certificate.
- 8.4.** All provider certificates are valid for one to three years(+/- 6 months),. The standard validity is three years (+/- 6 months).

- 8.5. ERC certificates only have a date of certification (date of last course) mentioned. It is up to the holder of the certificate to maintain their knowledge and skills. This will also depend on regional circumstances and local demands. However, to be eligible for the ERC recertification trajectory, one has to do two recertification module (minimal duration 2 hours) every 2 years (+/- 3 months). One module can be an online e-learning module. Upon discretion of the self-sufficient NRC, this period can be decreased to 1 year.
- 8.6. A participant who has passed a course will receive a certificate stating their successful completion of the course. A participant who fails a course receives an (electronic) letter of attendance.
- 8.7. Seats are sold and collected by the ERC. NRCs may charge an additional charge per Seat, via CoSy, up to the same amount as charged by the ERC per participant. NRCs may also choose to cover some of the cost of the Seats, reducing the cost for CCs. Any other charges imposed on the CC by the NRC need to be approved by ERC.
- 8.8. A Seat per participant is charged the day after the course for those participants registered at that time, or (if deleted from the course) if they used content or were provided a paper manual. For such participant, the CC will not be charged for the same course type in the next 12 months, but the CC shall also grant such participant the advantage of the reduced re-registration.

9. Faculty

- 9.1. Only in exceptional circumstances should faculty members not be present for the full course and their absence should be justified in the CD's report.
- 9.2. Holding qualifications as a faculty member, implies the preparedness to receive the relevant information from the ERC and – if applicable – the NRC related to the ERC courses and faculty development. Receiving such information is a prerequisite to maintain their relevant faculty qualifications; unsubscribing from such mailing lists automatically implies termination of the relevant qualifications.

Course Director (CD) – Lead Instructor (LI)

- 9.3. Each course must be led by a CD / LI who is qualified for the relevant course type. With prejudice to the provisions of rule 3.7 of the Course Rules,
 - ILS courses can be directed by ALS Instructor;
 - EPILS courses can be directed by EPALS Instructor;
 - BLS courses can be lead by BLS Instructor (who has done at least 4 previous courses as instructor);
 - EPBLS courses can be directed by EPBLS Instructor (who has done at least 4 previous courses as instructor).

A course can have maximum 1 CD/LI. The role of CD/LI is not incompatible with the role of CO; a person can fill both roles during one course.

- 9.4. The CD/LI sets out the programme and invites the instructors. He or she also approves the results of the course candidates and assesses the instructors. For non-basic courses, the CD will be responsible for recommending CDCs to become CDs. They are responsible for ensuring the smooth running of the course. The CD/LI must ensure that records are kept during the course and is responsible for completing the CD's report in CoSy at the end of the course. The CD/LI is responsible for ensuring that the course fully complies with the regulations. Where the regulations are not met, the approving body may withdraw course approval or CD qualifications or CC permissions.
- 9.5. On Advanced and Instructor courses, or courses where a CDC is to be assessed, the CD must be present throughout the entire course.

- 9.6. CDs are entitled to direct ERC courses in any country, as long as they adequately speak the language of the course or have proper instant translation, comply with the CD requirements of the local NRC, and are invited by a CC, recognised in that country.

Course Director Candidate (CDC)

- 9.7. A CDC is an experienced instructor who is invited to shadow the CD. A CDC may not act as Instructor during a course. The Course Director not being included in the teaching on the course acts in a supervisory position. CDC will take part in all faculty meetings and get support and guidance on all issues relating to the course.
- 9.8. In order to be eligible to be selected as a CDC, an Instructor needs to have taught on at least 4 entire courses of the same type as Instructor or IT and be invited to act as CDC on a course by a CD.
- 9.9. Once an Instructor or IT has been selected as CDC they need to complete at least 2 courses, within 2 years and preferably with 2 different CDs, of the same type as CDC to the satisfaction of the CD before they can be upgraded to CD.
- 9.10. The upgrade to CD needs the approval of the National Resuscitation Council of the CDC's residency, self-sufficient for that type of course or, in the absence of that, by the SEC co-chair of that course.
- 9.11. A course can have maximum 1 CDC.
- 9.12. The CDC must be present throughout the entire course.

Instructor

- 9.13. Instructors are entitled to instruct on ERC courses in other countries, as long as they adequately speak the language of the course; (or have access to live translation and extra time in the schedule) and as long as they are invited by a CC, recognised in that country.
- 9.14. Instructors must teach at least 2 courses per 3 years and must be reassessed at least every 6 years. This reassessment needs to be administered in COSY as part of the course administration. It is the responsibility of the instructor to make this happen. They also need to attend in that time period at least 1 Educational Instructor Day (organised by their national council or by ERC). To allow for a transition period, this latter condition will only be taken into account for certificates ending after 01/01/2024. This allowing for the first-time organisation of such instructor days in 2022 and 2023.
- 9.15. Instructors are entitled to full reimbursement of all expenses incurred as a result of attending a course as a member of the faculty after approval by the CC. In the absence of other agreements, the ERC travel policy (attachment 8) applies.

Instructor Candidate (IC)

- 9.16. Achievement of Instructor status requires completion of these elements:
- Attendance at a provider course
 - For advanced courses - selection as IP
 - Attendance of a relevant Instructor Course (or recognised equivalent as outlined in the conversion section) while still having a valid IP status.
 - After successful completion of an Instructor Course, all ICs are required to teach on two full Provider courses (no recertification courses) within a period of 3 years to the satisfaction of the CD before Instructor status is granted and a certificate issued.
- 9.17. If, after 2 courses as IC, the candidate has not reached the required standard, an additional opportunity to serve on another course as an IC may be offered at the discretion of the faculty. In the other case, the IC status of this person is withdrawn.

- 9.18. While teaching, an IC should always be supervised by a Instructor.
- 9.19. Where possible, an IC should gain experience teaching and assessing each of the different teaching and assessment methods.
- 9.20. The IC must be present for the entire Provider course.
- 9.21. ICs should be given feedback on their performance in all teaching sessions by Instructor nominated by the CD. These assessments must be discussed with the IC.
- 9.22. An IC should complete both teaching practice(s) within 3 years of the date of their relevant instructor course, unless exceptional circumstances prevent this.
- 9.23. Existing Instructors who are recommended as having IP on a different course type may proceed directly to IC status for that course type. They then need to teach on only one course to the satisfaction of the CD in order to become I of the new course type.
- 9.24. Existing ICs who are recommended as having IP on a different course type may proceed directly to Instructor Candidate status for that course type, they then need to teach on two courses to the satisfaction of the CD in order to become instructor of the new course type.

For basic courses, given that there is no need for having been given IP, this is only the case if that person has proven sufficient knowledge and skills for that new course type by attending a specific BIC skill module.
- 9.25. Instructor qualifications for one course type on itself do not extend the IC validity of another course type.

Instructor-Trainer (IT)

- 9.26. GIC Instructor-Trainer Candidates can be upgraded to Instructor-Trainers by the GIC Course Director and endorsed by the Educator, after having successfully completed teaching on at least two GIC courses as ITC.
- 9.27. BLS Instructor-Trainer Candidates can be upgraded to Instructor-Trainers by the BIC Course Director, after having successfully completed teaching on at least two BIC courses.

Instructor Trainer Candidate (ITC)

- 9.28. Instructors who show ability and aptitude during instructing on a Provider Course may be considered for Instructor Trainer Candidate status.
- 9.29. An ITC is an experienced Instructor who is invited to act as ITC on an Instructor course.
- 9.30. In order to be eligible to be selected as a ITC, a Instructor needs to have followed a relevant ERC Instructor course or equivalent (see chapter 11), taught on at least 4 courses of the same type as Instructor and be invited to act as ITC on an Instructor Course by a CD of an Instructor Course.
- 9.31. Once a Instructor has been selected as ITC they need to complete at least 2 Instructor courses of the same type as ITC to the satisfaction of the CD and the Educator if applicable, before they can be upgraded to IT within a maximum period of 3 years.
- 9.32. The ITC must be present throughout the entire Instructor course.

Educator (Ed)

- 9.33. Eds must take part in the ERC quality maintaining program for Educators: a minimum of two GIC, and one ERC educator meeting or medical education conference in 3 years.
- 9.34. Educators who are also GIC Directors cannot undertake the role of Educator in the same course.
- 9.35. Educators are entitled to instruct on ERC Generic Instructor Courses in other countries, as long as they:

- adequately speak the language of the course (or have access to live translation and extra time in the schedule), and
- are invited by a CC and GIC CD, recognised in that country.

Educator Candidate (EdC)

9.36. Apply to attend an Educator Master Class (EMC).

- Application to attend an EMC: Possible participants should submit documents according to the criteria to the DC-Edu:
 - o CV
 - o Covering letter outlining the reasons and motivation why they wish to become an Educator
 - o Supporting letter from the NRC (local lead educator, NCD).
 - o Participants for the EMC are selected by the DC-Edu in accordance to the following specifications:
 - o Professional qualification: Graduate in Healthcare, Nursing, Medicine, or Health Sciences
 - o Educational profile
- Preferably a first degree or post graduate qualification in Education or currently studying for a post graduate qualification in Education or Medical Education (certificate, diploma or equivalent)
- Experience in adult education (minimum of 3 years) within a healthcare setting (ERC courses or equivalent preferable).
- At least 2 years of continuous activity as a GIC instructor
- Preferably a clinical background and experience in the specialist field
- ERC Associate Gold Membership

9.37. Become an EdC: Successfully completed the EMC

9.38. Upgrade to Ed:

- In order to become an Educator, the EdC needs to take part in the faculty of 2 GIC, under the guidance of experienced Educators, to the satisfaction of the DC-Edu.
- The Educator to Educator Candidate ratio should be 1:1.
- During the EMC and the following courses, the EdC should fulfil the following expectations:
 - o Knowledge and practical application of adult learning principles
 - o Familiarity with ERC teaching strategies and techniques
 - o Expert communication skills (especially in the management of student behaviours and faculty support, with particular emphasis on competence in relational issues, effective feedback and presentation skills)
 - o Able to demonstrate competence in educational practice in managing teaching and learning (empathy, credibility, honesty, supportive attitude, individual and team orientated).
 - o Ability to organise, motivate and lead groups of instructors focused on achieving course learning objectives
 - o Ability to be flexible in managing candidate, faculty or programme related issues
 - o Preferably have an expert knowledge and demonstrable commitment to being contemporary in the evidence base supporting both education and health science

10. Recertification

Recertification of Providers

- 10.1.** It is the responsibility of the holder of a certificate to maintain their skills. This can be done via recertification.
- 10.2.** A current Instructor is deemed also to be a current provider for that type of course, to the extent that he effectively instructed on this type of course during the validity of the provider certificate.
- 10.3.** Providers may recertify in one of two ways:
- Re-attending a full Provider Course and completing the assessments successfully.
 - Successfully completing an ERC recertification programme within 3 months of the recertification deadline of their certificate (deadline + 3 months), in line with the recertification programme for that course type as stated in the document attached to these Course Rules Appendix.

Recertification of Instructors

- 10.4.** An instructor must teach on a minimum of two courses appropriate to each of his or her full instructor disciplines (BLS, ALS, NLS, etc.) every three years (as of the next period of validity - after 01/11/2020). Failure to do so will result in reversion to IC status for that discipline. To regain instructor status will require successful completion of one course as an IC. When Instructors reach their validity deadline as Instructor, and their email addresses are correctly noted in CoSy, they will be notified by an automatic email (6 months before expiration).
- 10.5.** Each instructor must attend at least every 3-year period an Educational Instructor Day, organised by their National Council or ERC, and administered within COSY. This will only be applicable from the next period of validity onwards (meaning first attending such an Educational Instructor Day between 2022 - 2024).
- 10.6.** Each Instructor will be reassessed by the Course Director (on site) or a peer Instructor, using the ERC approved assessment tools, every six years. If they are registered in the faculty of a provider course between 4 and 6 years after their latest assessment, they are flagged for the CD and will be assessed on the faculty assessment screen. They must attend the entire course. Following a negative assessment, a second assessment under the oversight of a different CD should take place within 1 year. If the second assessment is negative or not completed within the specified time, they will lose their Instructor status.
- The new period of (4 to) 6 years starts from the last day of the previous period of 6 years. It is the responsibility of the instructor to make this happen.
- 10.7.** An IC status is only valid for three years, after which period a new instructor course (appropriate to the discipline(s) concerned) will have to be undertaken to regain instructor qualification.
- 10.8.** Directing a course also counts as instructing a course for recertification purposes.

Recertification of Instructor-Trainers (IT)

- 10.9.** ITs should keep their Instructor qualification up to date.
- 10.10.** Each IT will be reassessed by the Course Director (on site), the Educator in case, or a peer Instructor, using the ERC approved assessment tools, every six years. If they are registered in the faculty of an instructor course between 4 and 6 years after their latest assessment, they are flagged for the CD and will be assessed on the faculty assessment screen. They must attend the entire course.

Following a negative assessment, a second assessment under the oversight of a different CD should take place within 1 year. If the second assessment is negative or not completed within the specified time, they will lose their IT status. It is the responsibility of the IT to make this happen.

The new period of (4 to) 6 years starts from the last day of the previous period of 6 years.

Recertification of Course Directors

10.11. In order to recertify, a CD must be faculty member on a minimum of 2 courses of that course type every 3 years, with at least one of these as CD for that course type.

10.12. Each CD will act as CDC and be reassessed by a Course Director (onsite), every six years. If they are registered in the faculty of a course, they are flagged for the CD and will be assessed on the faculty assessment screen. Following a negative assessment, a second assessment by a different CD should take place within 1 year. If the second assessment is negative or not completed within the specified time, the CD being assessed will lose their CD status and will be referred to the NRC, self-sufficient for that type of course, or the appropriate SEC co-chair in other case.

The new period of (4 to) 6 years starts from the last day of the previous period of 6 years.

10.13. Recertifying as a CD automatically implies an extension as Instructor and P for the same type of course and the same period of time as the CD qualifications.

10.14. A person, qualified as CD for different types of courses, who recertifies as CD for one course type, will automatically extend⁸ their qualification as CD for each of the other types of courses where they

- either effectively instructed in the past two years;
- or hold a valid provider certificate.

Recertification of Educators

10.15. Upon expiry of their Educator qualification, and this until the rules of recertification of Educators are included in the (next update of the) Course Rules, these Educator qualifications will automatically be extended with one year; provided they comply with 9.31.

Charges

10.16. The Seat price covers the following ERC services to facilitate Course Centers to run CPR trainings according to the ERC quality requirements:

- access to the ERC Course System, which includes:
 - o facilities to register trainings that are run in conformity with ERC rules and to register the participants of these trainings;
 - o communication tools with (potential) faculty members and participants;
 - o electronic content (online and/or via pdf) that can be employed by the Course Center, to support participants preparing themselves for the respective training;
- quality control of the organised trainings by the ERC or their authorised representatives (primarily the self-sufficient NRCs);
- discount vouchers for printed manuals, either for the Course Center or in other case for the individual participants, which will allow them to purchase the printed manual almost at printing and shipping costs.

10.17. Per country, the same types of Seats are available:

- Basic Seat: for Basic Courses
- Intermediate Seat: for ILS, EPILS and NLS courses;
- Advanced Seat: for ALS and EPALS courses;
- Instructor Seat: for Instructor Courses;
- Intermediate Recertification Seat: for a recertification hands-on module on Intermediate Courses

- Advanced Recertification Seat: for a recertification hands-on module on Advanced courses
- A separate Seat type is created for the ETCO.

10.18. The pricing of Seats is decided by the ERC Board.

10.19. The Seat price may include an additional charge – to a maximum increase of 50 % – for the supervising NRC.

10.20. One Seat per participant of a hands-on training is required. Seats are purchased by the CC (or their NRC) online, prior to certificates being created.

10.21. Seats can be transferred to any other CC with similar CC permissions in the same country, but cannot be refunded. Seats of CC who have been inactive – related to ERC courses – for the past two years, will lose their value.

10.22. Upon successful completion of the different steps in the course administration process, an online, printable ERC certificate is granted to those participants who successfully passed the assessment. These participants will continue having access to the online part of the recertification courses for a period of two years (+ 3 months) after the date of the last certificate.

11. Transition

Resuscitation Council (RC (UK)) courses and Advanced Life Support Group (ALSG) GIC courses

11.1. Upon receipt of a copy of their RC (UK) certificate(s) issued for a course taught in the UK, RC (UK) ALS, ILS, NLS and GIC Eds, EdCs, CDs, Is, ICs, and IPs are respectively considered ERC ALS, ILS, NLS and GIC Eds, EdCs, CDs, Is, ICs and IPs.

For EPALS and EPILS IP and IC are also considered equivalent (as in 11.1) but CD first need to function as CDC and Instructors have to do one course as IC before being upgraded to ERC instructors

11.2. Upon receipt of a copy of their ALSG certificate(s) issued for a course taught in the UK, ALSG GIC Eds, EdCs, CDs, Instructors, ICs, and IPs are respectively considered ERC GIC Eds, EdCs, CDs, Instructors, ICs and IPs.

American Heart Association (AHA) courses and ALSG APLS courses

11.3. IP qualifications:

As the AHA does not select IPs during provider courses, AHA providers who would like to teach on ERC courses must be selected as IP on an ERC provider course.

ALSG APLS IP's are considered ERC IP's for the similar course types.

11.4. ICs from AHA, and ALSG outside of the UK are considered ERC IP.

11.5. Instructor qualifications:

- AHA Heart Saver (First Aid) BLS Instructors need to successfully attend the ERC BLS or a dedicated BIC skill module in order to attend the BIC.
- Upon receipt of proof of their valid AHA instructor qualification, AHA ACLS and PALS Instructors are respectively considered ERC ALS and EPALS IPs.
- Upon receipt of proof of their valid ALSG instructor qualification, ALSG APLS Instructors are considered ERC EPALS ICs.
- For them to become ERC Instructors they need to follow an ERC Instructor course.

11.6. CD qualifications:

- Upon receipt of proof of their valid AHA director qualification and following one of these two options, AHA Heart Saver (First Aid) BLS, ACLS and PALS CDs are respectively considered ERC BLS, ALS and EPALS CDCs:

- having followed an ERC conversion course,
- if no conversion course is available, they can act as CDC on 2 ERC courses, in that case, participation at an Instructor course is highly recommended

NRC courses

- 11.7.** National Resuscitation Councils who organise their own courses and would like to convert them to ERC courses can submit a request via the ERC Office. The relevant SEC co-chair will consider the request and assess the courses currently being run by the NRC. This assessment may include the supervision of one or more course by the SEC or an audit of the courses.
- 11.8.** There are two possibilities based on the result of this assessment:
- The course system is accepted as **equivalent** to the relevant ERC course: in this case the existing qualifications or courses can be imported into the ERC Course System.
 - The course system is considered as **not equivalent** to the relevant ERC course: in this case the NRC can organise new pilot courses in co-operation with ERC.

Other organisations' courses

- 11.9.** Accepting courses of other organisations than those listed above for conversion, is at the discretion of the DC-Edu.

12. Specific Rules according to Course Type

BLS specific

- 12.1.** The assessment for becoming a provider may be undertaken either continuously formative during the practical sessions and/or during a separate summative assessment at the end of the course, at the discretion of the LI.
- 12.2.** Minimum of 1 set of equipment (resuscitation manikin + AED) per instructor shall be available for a group of 6-8 candidates. When there are 2 instructors per 6-8 candidates, 2 sets of equipment are advised.
- 12.3.** BLS Instructors can function as a *Lead Instructor* of a BLS course.
- 12.4.** With the provisions of 9.15, the assessment of a BLS IC is done by the Lead Instructor and completed online from the moment this is available in CoSy. Upgrade to Instructor is not possible if the relevant assessments were completed by the same *Lead instructor*.
- 12.5.** ICs of Adult Advanced courses can act as BLS IC. They have to teach on two BLS courses to the satisfaction of the CD, before becoming BLS Instructor.
- 12.6.** Instructors of all types of Adult Advanced Courses need to do one course as BLS IC before being upgraded to BLS Instructor.

EPALS specific

- 12.7.** At least 80% of the faculty must be involved in the clinical care of children during their daily professional occupation. One of the faculty members should be a suitably experienced medical doctor.
- It's good practice for the backgrounds of the faculty instructors, to be representative of the candidate group they are teaching. However, it is recommended to have a medical doctor available for each group of participants.
- 12.8.** Assessment for EPALS Instructors both formative and summative and include evaluation of
- PBLs
 - EPALS Performance SIM Test Station
 - EPALS Knowledge & Skills (e.g. by MCQ)

- 12.9.** Two CASDemo stations will be included in the course before the CASTeach. This should focus on the correct management of a cardiac arrest or critically ill child and of a trauma and should last at least 10 minutes.
- 12.10.** As an alternative to a standard EPALS course, a split EPALS course is organised on two separate days, the first day being a full EPILS course as long as the maximum period of time between the two course days is twelve months. The Advanced Seat applies for the participants of such courses and no refund is possible if participants do not participate in the second day.
- 12.11.** An EPALS Instructor must instruct on two courses in 3 years, in order to maintain Instructor status. However, teaching on two EPILS courses may count as one of these.
- 12.12.** Participants who have failed an EPALS course can be awarded an EPILS or EPBLS certificate based on their performance during the first day of the course, at the discretion of the faculty.

EPILS specific

- 12.13.** Assessment is continuous formative and is guided by the assessment forms provided for each core skill.
- 12.14.** EPALS Instructors can instruct and direct on EPILS courses. The CD should be an EPALS Instructor, fully involved in the organisation and delivery of the EPILS course. EPALS Is who are active on EPILS courses will automatically receive the relevant EPILS qualifications in CoSy.
- 12.15.** EPALS and EPILS ICs can instruct on EPILS courses and be listed as EPILS IC. If they teach two courses successfully under direct supervision of an EPALS or EPILS Instructor, they should be upgraded to EPILS Is but these courses do not count towards their EPALS upgrade.
- 12.16.** If an instructor maintains EPALS Instructor status, they also remain EPILS Instructor. If an EPALS instructor fails to maintain their Instructor status but teaches on enough EPILS courses (according to rule 10.4) they will keep their EPILS qualifications.
- 12.17.** Participants who have failed an EPILS course can be awarded an EPBLS certificate based on their performance during the first day of the course, at the discretion of the faculty.

NLS specific

- 12.18.** One of the faculty members should be a suitably experienced medical doctor.
- 12.19.** All instructors should have on-going clinical experience of care and potential resuscitation of babies at birth.
- 12.20.** Assessment stations for NLS are: Airway Test; MCQ
- 12.21.** Candidates will be entitled to a single immediate retest on the airway test. A different instructor team assesses this retest. If performance remains unsatisfactory, a certificate of attendance may be issued.
- 12.22.** If human umbilical cords are to be used it is the Course Director's responsibility to follow the local rules in relation to written consent of the parent(s). For further guidance please see sample parental consent letter and requirements for the use of umbilical cords: "NLS 11 use of parts of the umbilical cord_letter 2011" (Attachment 4).

ALS specific

- 12.23.** At least 25 % of the faculty members must be suitably experienced medical doctors.
If the CD is not medically qualified, there should be a nominated medical co-director who may be one of the faculty. The Medical Director should not be included in the teaching on the course but is there in a supervisory position. They will take part in all faculty meetings and offer support and guidance on issues relating to medical skills and knowledge. It's good practice for the backgrounds of the faculty instructors, to be representative of the candidate group they are

teaching. However, it is recommended to have a medical doctor available for each group of participants.

- 12.24.** Participants who have failed an ALS course can be awarded an ILS certificate based on their performance during the first day of the course, at the discretion of the faculty.
- 12.25.** An ALS Instructor must instruct on two courses in 3 years, in order to maintain Instructor status. However, teaching on two ILS courses may count as one of these.
- 12.26.** As an alternative to a standard ALS course, a split ALS course is organised on two separate days, the first day being a full ILS course as long as the maximum period of time between the two course days is twelve months. The Advanced Seat applies for the participants of such courses and no refund is possible if participants do not participate in the second day.

ILS specific

- 12.27.** Assessment is formative and is guided by the assessment forms provided for each core skill.
- 12.28.** ALS Instructors can instruct and direct on ILS courses. The CD should be an ALS Instructor, fully involved in the organisation and delivery of the ILS course. ALS Instructors who are active on ILS courses will automatically receive the relevant ILS qualifications in CoSy.
- 12.29.** ALS and ILS ICs can instruct on ILS courses and be listed as ILS IC. If they teach two courses successfully under direct supervision of an ALS or ILS Instructor, they should be upgraded to ILS Is but these courses do not count towards their ALS upgrade.
- 12.30.** If an instructor maintains ALS Instructor status, he or she also remains ILS Instructor. If an ALS instructor fails to maintain their I status but teaches on enough ILS courses (according to rule 10.4) they will keep their ILS qualifications.
- 12.31.** An ALS Instructor who only instructs on ILS courses will fall back to ILS Instructor status and ALS IC status after two years without a sufficient number of ALS courses. They need 1 ALS and 2 ILS, or 2 ALS courses, in order to maintain their ALS Instructor qualifications.

BIC specific

- 12.32.** Assessment is formative and is guided by the assessment forms provided for each core skill.

GIC specific

- 12.33.** Assessment is continuous formative and is guided by the assessment forms provided for each core skill.
- 12.34.** In order to be eligible to be selected as a GIC CDC, a candidate needs to be qualified as a CD of an Advanced course type.
- 12.35.** European Trauma Course (ETC) IPs can attend a GIC and receive a certificate.
- 12.36.** The presence of an Educator is mandatory for the GIC.
- 12.37.** The key role of the Educator is to assure educational quality standards of the course; specific tasks include:
 - To oversee the education process for the course
 - To communicate key points of educational theories
 - To share expertise in medical education
 - To observe, critique, and guide candidates and faculty
 - To focus on learning goals and achievement of the aims
 - To facilitate teaching
 - To assess recertification

EMC specific

- 12.38.** An EMC can only be organised by the DC-Edu.
- 12.39.** The DC-Edu can call experienced Educators connected to Resuscitation to the faculty of the EMC.
- 12.40.** An EMC will be organised according to the needs of the ERC and the NRC.
- 12.41.** The EMC aims to be a 1.5 - 2-day course covering the elements of adult learning, assessment, feedback, facilitating learning, fostering understanding and retention, dealing with CD and faculty on a GIC and quality management in the educational process of the ERC.

PBLS specific

- 12.42.** The assessment may be undertaken either continuously formative during the practical session or during a separate summative assessment at the end of the course, at the discretion of the Lead Instructor.
- 12.43.** Minimum of 1 set of equipment (baby and junior resuscitation manikin + AED) per instructor shall be available for a group of 6-8 candidates. When there are 2 instructors per 6-8 candidates, 2 sets of equipment are advised.
- 12.44.** PBLS Instructors can function as an *Lead Instructor* of a PBLS course.
- 12.45.** With the provisions of 9.15, the assessment of a PBLS IC by the LI is completed online from the moment this is available in CoSy. Upgrade to I is not possible if the relevant assessments were completed by the same *LI*.
- 12.46.** ICs of Paediatric Advanced courses can act as PBLS IC. They have to teach on two PBLS courses to the satisfaction of the CD, before becoming PBLS Instructor.
- 12.47.** Is of all types of Paediatric Advanced Courses need to act in one course as PBLS IC, before being upgraded to PBLS Instructor.
- 12.48.** BLS instructors who attend a PBLS provider course are only upgraded to PBLS IC if they have attended a BIC PBLS skills module. Similarly, PBLS Instructor who attend a BLS provider course are only upgraded to BLS IC if they have attended a BIC BLS skills module. Self-sufficient councils can decide to immediately allow BLS Instructor to become PBLS IC after having done a PBLS provider course (and vice versa).
- Once upgraded to PBLS IC, they act as IC in minimum one PBLS course, with positive assessment, before being upgraded to PBLS Instructor.
- 12.49.** Newly upgraded PBLS Instructors will not supervise an PBLS IC before they taught minimally once in an PBLS-P course.

13.Complaints procedure

- 13.1.** Complaints related to a specific course:
- A complaint can be submitted, within four weeks of the completion of the course or of a relevant event that occurred after the course:
- by any individual(s) or organisation directly involved in the course: to the CD
 - by the CD: to the NCD or - if no NCD was appointed - to the NRC or - if the NRC is not self-sufficient for that course type - the SEC co-chair
 - if the CD is the subject of the complaint: to the NCD or - if no NCD was appointed - to the NRC or - if the NRC is not self-sufficient for that course type - the SEC co-chair. However, if the person who should receive the complaint is directly involved, the complaint should be submitted or immediately be referred to the higher level.

- In the first instance, the CD (or NRC) makes a decision within four weeks of having received the complaint.
- If the solution is not considered acceptable, any of those involved may launch an appeal in writing within two months of the end of the course or of a relevant event that occurred after the course has been completed, to the National Resuscitation Council (if Self-Sufficient) or, in other cases, to the SEC co-chair for that course type.
- That NRC or SEC co-chair will make a decision on the appeal within two months of receiving it, in line with the rules as described in this document and with a copy to the ERC Office, which will inform the relevant SEC co-chair.
- If this decision is not considered to be in line with the rules as described in this document, any of those involved may elevate the situation, within one month of having received the decision, to the DC-Edu via the ERC office (cassation). The DC-Edu has six months to judge and has the power to revoke and request that the deciding authority provides an alternative solution that abides by the rules.

13.2. Removal of CC permissions and/or CD/Instructor qualifications:

- The removal of CC permissions and/or CD/Instructor qualifications can only be discussed:
- during the appeal procedure of a complaint related to a specific course (13.1)
- following a complaint related to a specific course by a CD involved in that course (13.1)
- following a complaint by a NCD about a CD related to a specific course (13.1)
- based on an independent quality control report.
- In the first instance, the Self-Sufficient NRC of the country of residence of the defendant or in other case the SEC co-chair makes a decision within three months of having received the complaint.
- Any of the parties directly involved may give notice of appeal to the DC-Edu via the ERC Office. The appeal procedure is suspending the first judgement, except when the DC-Edu Chair decides that the risk of recurrence is a too high risk for individuals, for the quality of the courses or for the organisation.
- The DC-Edu will reconsider the decision taken by the Self-Sufficient NRC or SEC co-chair, may ask any party involved for their opinion and will take a final decision, preferably within a time frame of six months after the appeal has been received.
- If this decision is not considered to be in line with the rules as described in this document, any of those involved may elevate the situation to the Board via the ERC office (cassation). The Board has the power to revoke and request that the DC-Edu provides an alternative solution that abides by the rules.

13.3. Overview complaints procedure:

	Basis	1st	Appeal	Cassation
Course related	Complaint	CD	SS- NRC/ DC- Edu	DC-Edu
	Complaint by CD	NCD		
	Complaint about CD	(SS-NRC if COI)		
Withdrawal related	Complaint or QC (not individual)	SS- NRC/ DC- Edu	DC-Edu	Board
Declined CC permissions by NRC	Appeal lodged by declined CC		DC Edu	Board

14.Attached Documents

N°	Document	Version
1	Policy for Disabled Candidates	12.12.2018
2	IP Selection Form	12.12.2018
3	NLS 11 use of parts of the umbilical cord	12.12.2018
4	Recertification programme ALS/ILS	12.12.2018
5	ERC policy handling misconduct during courses	07.11.2019
6	ERC Code of Conduct	10.08.2021

14.1 ERC Policy for Disabled Candidates

Version approved by the DC Edu on 12.12.2018

Candidates with disabilities are eligible to undertake ERC life support courses.

The ERC recognises its obligations not to discriminate against, and to make reasonable adjustments to their policies and procedures for those with disabilities in order to avoid any discriminatory impact. The ERC will do everything it can to assist those with a disability and will ask its Course Centers, Course Organisers and faculty members to do the same.

Candidates should notify the Course Center of any disability before the start of the course and the Course Director should then make reasonable efforts to accommodate the candidates' requirements. For example, the Course Center may be able to make changes to the physical surroundings or, if a disabled candidate is physically unable to undertake a task, it may be possible to allow the candidate to instruct a proxy instead. However, any such changes should not cause a deterioration in the experience or training of the other candidates.

The award of an ERC certificate (whilst not a certificate of competence nor a licence to practise) indicates that a candidate has successfully completed a course and by inference has undertaken active participation. In some situations, a disabled candidate might successfully pass all of the theoretical aspects of a course but, due to a disability, be unable to complete all of the physical course requirements.

Employers are themselves directly responsible for establishing that their staff has the capabilities requisite to their clinical setting – this is essential in the interests of patient health and safety.

Accordingly, they must not rely to any extent on the holding by an individual of a certificate from the ERC as lessening their responsibility in that respect.

ERC Life Support Courses

Appraisal form for identifying Instructor Potential

With the aid of the Provider Course Results Sheet, an Instructor on the faculty may nominate any candidate for Instructor Potential selection at the final faculty meeting. Another Instructor must second this nomination before the candidate can be considered and before this form is required and subsequently completed.

Provider Course Type & Centre		Course Date	
Course Director			
Candidate Name			
Nominated by		Seconded by	

In order to be successfully put forward for Instructor Potential (IP), the candidate **must score a minimum total of 16. Any score of unacceptable excludes the candidate from being selected.** A copy of each completed form should be included with the Course Director's report to the relevant National Resuscitation Council course co-ordinator.

To be nominated as an IP the candidate should be healthcare provider.

Please read the notes overleaf for further guidance, then circle the appropriate number for each characteristic in the table below.

	Unacceptable	Average	Outstanding
MCQ	1	2	3
Score	< 80%	80 – 86%	87% +
Communication	1	2	3
Enthusiasm	1	2	3
Engagement in feedback	1	2	3
Interactivity/Team working	1	2	3
Credibility	1	2	3
TOTAL SCORE			
Comments			

Overall Recommendation (tick one)

IP ☐

Not Suitable ☐

Course Director's
Signature and Date

Date

Candidates not directly involved with resuscitation on a regular basis require confirmation of credibility (as described below) by the Course Director. This should be in the comments section

Return form to the resuscitation council with other course documents. Retain a copy for your records

Explanation of skills and characteristics

This is a guide only.

Score 1	Score 2	Score 3
Communication		
Some difficulty with communicating with fellow candidates / faculty	Good communication skills with fellow candidates / faculty	Clear and articulate communication skills with fellow candidates / faculty
Limited self awareness of non-verbal communication skills	Good non-verbal behaviour (e.g., eye contact, body language, facial expression)	Excellent non-verbal behaviour
Some difficulty in communication across different staff groups	Ability to communicate with different staff groups	Excellent communication skills with different staff groups
Enthusiasm		
Minimal interest in resuscitation	Good interest in relevant area of resuscitation	High level of interest in relevant area of resuscitation
Little interest in learning to teach	Interest in learning to teach	High level of interest in learning to teach Interested in becoming an instructor
Engagement in feedback		
Minimal engagement with feedback process	Takes opportunities to join in with feedback for self and others	Uses contributions to enhance feedback discussions for self and others
Interactivity/ Team Working		
Limited interaction with faculty and participates fully during sessions	Good interaction with faculty and participates fully during sessions	Excellent interaction with faculty and participates fully during sessions
Works in isolation rather than part of the team	Works with and in support of the team	Excellent engagement and support to the team
Credibility		
Registered professional with little/no prior exposure or clinical experience of resuscitation in relevant area	Registered professional with regular and substantiated exposure and clinical experience of resuscitation in relevant area Medically qualified instructors will be expected to have relevant specialist qualification or to be providing second on-call cover	Registered professional with extensive, and substantiated exposure and clinical experience of resuscitation in relevant area Medically qualified instructors will be expected to have relevant specialist qualification or to be providing second on-call medical cover

14.3. Permission Form: Umbilical Cord Parts for Use in Resuscitation Training

Version approved by the DC Edu on 12.12.2018

RE: Use of parts of the umbilical cord in resuscitation training

Dear Parent

The umbilical cord contains blood vessels, which connect the baby to the placenta (afterbirth) in the womb. Shortly after birth the umbilical cord is clamped close to the baby's tummy and is then cut to separate the baby from the rest of the cord and the placenta.

Occasionally some newborn babies become very ill and need resuscitation and treatment. At times it can be difficult to put a drip into a vein in the very small arms and legs of these sick babies in order to deliver life-saving treatment. In these circumstances it is usual to place a drip into the vein in the umbilical cord at the belly button. This is a difficult and tricky procedure, which takes time to learn.

As you might expect it is not possible for doctors or nurses to learn or to practice this skill on well babies. One way to learn is to allow doctors and nurses to practice on parts of the umbilical cord that would otherwise be disposed of. The cord and placenta are normally destroyed after birth.

During recognised training courses a segment of umbilical cord taken from the placenta can be used to help doctors and nurses practice getting drips into the vein. The short lengths of umbilical cord are only used for a few hours and are then destroyed appropriately afterwards. They are not retained nor are they used for any other purposes.

We would be grateful if you would give permission for the use of a section of your baby's cord for use as described above. You do not have to give permission.

If you do decide that you are happy for a part of your baby's cord to be used for training as described above please sign below.

If you have any further questions either now or in the future, please do not hesitate to contact the person obtaining consent from you.

Yours sincerely

Clinical Director, Special Care Baby Unit

NLS Course Director

I give my permission for my baby's umbilical cord to be used as described above.

Date	
Name parents	
Signatures	

Name mid-wife/doctor	
Signature	

14. 4. Recertification programme ILS/ALS

Version approved by the DC Edu on 12.12.2018

This document refers to art. 10.3 of the ERC Course Rules, which facilitates recertification through a recertification programme. The rules for ILS/ALS recertification are as follows:

A. Recertification programme for ILS/ALS Providers

1. ILS/ALS providers may extend the validity of their certificate with two years, by successfully attending two ILS/ALS recertification modules per two years. At least one of these has to be an onsite module. The new validity period starts from the previous expiry date.
 2. For ALS providers, every fifth year one of such modules needs to be a successful reassessment.
 3. Recertification modules have a minimum duration of 2 hrs. The ERC will facilitate one onsite module and one online module per year.
- Local recertification programs may be used for recertification if approved by the self-sufficient NRC or – in other case – the SEC Co-Chair.

B. Recertification programme for ILS/ALS Instructors

4. For recertification of instructors, teaching four onsite recertification modules in three years equals one ILS course.

As a consequence, read together with 12.23 of the Course rules:

- An ILS instructor may recertify by teaching on:
 - o Either 2 ILS courses in 3 years;
 - o Or on 1 ILS course and 4 recertification modules in 3 years.
- An ALS Instructor may recertify by teaching on:
 - o Either 2 ALS courses in 3 years;
 - o Or 1 ALS and 2 ILS courses in 3 years;
 - o Or 1 ALS and 1 ILS and 4 recertification modules in 3 years.

14. 5. ERC policy handling misconduct during courses

Multiple Choice Question Examinations: Information to be given to candidates and guidance for managing malpractice

European Resuscitation Council Statement:

The European Resuscitation Council takes all allegations of malpractice (including cheating) very seriously and any candidate suspected of committing malpractice will be investigated by the Course Director, whose report will be sent to the relevant chair of the science and education committee (SEC). Where malpractice is considered to have occurred based on the balance of probability the National Resuscitation Council, through the Course Director/Course Medical Director or chair of the corresponding SEC, will refer the incident to the candidate's appropriate professional director within their area of employment (e.g. Director of Medical Education, Director of Nursing). In some cases, depending on the specific circumstances, the National Resuscitation Council will refer the matter directly to the candidate's professional body.

General Guidance

Prevention of malpractice can start before the MCQ assessment has begun. This guidance describes the actions to be taken by all European Resuscitation Council course centres to ensure that the final MCQ paper is taken under examination conditions and that all candidates are aware of their responsibility to act honestly and with integrity. It is the responsibility of the Course Director and Course Medical Director to ensure that the MCQ paper is undertaken under examination conditions, with an invigilator present throughout.

Information for candidates

Candidates must be informed at the start of the examination that:

- o they are not permitted to refer to any materials or multi-media devices, such as mobile phones and tablets, which must be turned off and must not be placed on the examination desk;
- o they must not confer or communicate with other candidates and that silence must be maintained during the examination;
- o any queries regarding the question or answer sheets must be directed to the invigilator;
- o the European Resuscitation Council takes cases of malpractice (including cheating) very seriously and any candidate suspected of committing malpractice will have their course result suspended until a full investigation has been completed.

Where malpractice is considered to have occurred automatic failure of the course will result and the matter will be referred to the candidate's appropriate National Resuscitation Council and professional director within their area of employment (e.g. Director of Medical Education, Director of Nursing) and in some cases to the candidate's professional body.

Guidance for managing malpractice

The invigilator must monitor and watch all the candidates, and occasionally walk around the room. In the event that they observe behaviour that could result in an act of malpractice the invigilator should be proactive and approach the candidate (or candidates) and remind them that the MCQ must be completed under strict examination conditions and that any queries must be directed to the invigilator. Should the invigilator continue to have concerns and suspect that the candidate(s) is/are engaging in malpractice, he/she must make detailed written notes of all that they observe and inform the Course Director and Course Medical Director at the earliest opportunity, to enable the Course Director or Course Medical Director to inform the candidate of the situation and ask whether what has been observed is admitted or denied. In weighing the candidate's response and any mitigating circumstances,

where a case of malpractice is considered likely, the Course Director or Course Medical Director must obtain witness statements from all those who observed the incident (this may include other candidates) and collect copies of the answer paper(s). The incident must be documented in detail within the course report and reported to the National Resuscitation Council at the earliest opportunity.

The appropriate course SEC will convene a panel comprising three persons (which may include him/herself) to consider the incident. On reviewing the evidence, where malpractice is considered to have occurred based on the balance of probability the National Resuscitation Council, through the Course Director, Course Medical Director or SEC, will refer the matter to the candidate's appropriate professional director. In some cases, depending on the specific circumstances, the National Resuscitation Council will refer the matter to the candidate's professional body.

Where there is no National Resuscitation Council or no self-sufficiency in the course, these actions may be administered through the relevant European Resuscitation Council SEC.

Where the candidate feels there are grounds to question any decision reached regarding matters of malpractice/cheating then they may do so through the ERC appeals procedure within the course rules.

European Resuscitation Council
November 2019

ERC Code of Conduct

The European Resuscitation Council [ERC] recognizes the contribution made to the organisation by all instructors (including instructor candidates and instructor potentials), educators (including educator candidates), and course organisers across all courses. The time and commitment given to teaching is valued by the organisation and there is an understanding of the value of this to the health care community and in particular to the chance of survival from cardiac arrest. However, to maintain the integrity and standard of all teaching, there must be checks and balances in place which are clear and transparent to all concerned.

This Code of Conduct applies to all instructors (including instructor candidates and instructor potential), educators (including educator candidates), course organisers and administrators, as well as to those who otherwise assist on courses held under the auspices of the ERC.

It is important, therefore, that those accredited by the ERC:

- **FULLY UNDERSTAND** that accreditation and continuing accreditation is dependent on adhering to this Code as well as completing the necessary requirements for re-certification.
- **ENSURE** that ERC courses are run in accordance with its Course Rules currently in force, including the use of (online, pdf, or printed) manuals, blended learning tools, and other materials so as to ensure that consistent standards of knowledge and skills are achieved.
- **BEHAVE**, at all times, while participating in courses, or social events related to courses which are run under the auspices of the ERC, in a responsible manner and adhere to the European Convention for the Protection of Human Rights and Fundamental Freedoms, as well as any other applicable professional codes of conduct.
- **COMMUNICATE** in a polite and constructive manner, with the orientation of finding solutions to issues.
- **PRIORITISE** the learning experience of the participants when balancing interests of different stakeholders.

- OPERATE within the social media environment and other online platforms in a professional manner that does not bring the ERC, by association or otherwise, into disrepute.
- CO-OPERATE with other faculty colleagues (teaching and administrative), and recognise and respect their individual contributions.
- UPHOLD the reputation of the ERC at all times by promoting the guidelines, values and work of the ERC in order to maintain the trust and confidence of the members and wider public. Where there is a difference of opinion in relation to ERC guidelines these should be addressed through the Guideline process.
- AVOID any abuse of their position.

Any data collected during ERC courses is confidential and those accredited by ERC to teach on its courses must ensure that the information is kept confidential, and that candidate, instructor and/or centre confidentiality is not compromised. Any photographs must be taken only with the full informed consent of the subjects. Those accredited by ERC to teach on its courses must adhere to appropriate data protection regulations.

ERC has a zero tolerance to all forms of discrimination. Those accredited by ERC to teach on its courses must not discriminate, or make unfair judgments on grounds of race, colour, religion, gender, nationality, ethnic origins, language, age, political conviction, sexual orientation, or disability.

Failure to comply with any aspect of this Code of Conduct may result in loss of accreditation by ERC. In addition, any conduct that brings ERC into disrepute, either through instructional or professional error, or misconduct, may also result in loss of accreditation by ERC.