

EPALS regulations

1 General

- 1.1 All Course Directors, Instructors and Instructor Candidates must abide by the Resuscitation Council (UK) Code of Conduct.
- 1.2 Any profit made from EPALS provider courses should be used only for purposes directly related to resuscitation.
- 1.3 A registration fee for each candidate is payable to the Resuscitation Council (UK), in addition to the cost of the manual. No refunds or credits are available on unused registrations.
- 1.4 The EPALS provider course will last for a minimum of 2 full days.
- 1.5 The Resuscitation Council (UK) discourages the payment of Honoraria and advises, in the interests of probity, that any such payment should be made through the Trust's Finance Department. For further guidance please see the "Payment of Honoraria to Resuscitation Council (UK) Instructors" statement.
- 1.6 Instructors must be aware of and follow the recommendations in the statement 'Disabled candidates attending RC (UK) courses'.
- 1.7 Course Directors' attention is drawn to the "Guidance for managing a candidate whose performance raises serious concerns for patient safety". This provides guidance on how to assist Course Directors and faculty where there are very real concerns about a candidate's clinical safety, to the extent that they may be a significant danger to patients.

2 EPALS course centres

- 2.1 Only an approved course centre may run the EPALS course.
- 2.2 Applications to become a Course Centre should be made in writing to the Resuscitation Council (UK) using the course centre application form and will be reviewed by the EPALS Subcommittee.
- 2.3 A course centre is regarded as the administrative centre from which the EPALS provider course is organised, rather than the geographical location of where a course is delivered or the person organising it. For example, a Trust that has three hospital sites but organises courses centrally from one site need only register as one centre.
- 2.4 A course centre may only organise courses within its own NHS region.
- 2.5 Where a course centre delivers a course at a new location, the course centre is responsible for ensuring that the facilities at the new venue are adequate.
- 2.6 The first course run by any Course Centre must be assessed by a Resuscitation Council (UK) EPALS course assessor who must be present for the entire course.
- 2.7 A Resuscitation Council (UK) EPALS course assessor is an experienced Instructor approved by the EPALS Subcommittee.
- 2.8 A list of current approved EPALS course assessors is available from the EPALS Co-ordinator at the Resuscitation Council (UK).
- 2.9 The Resuscitation Council (UK) will pay all reasonable expenses for EPALS course assessors. The EPALS course assessor should claim these from the Resuscitation Council (UK) rather than the Course Centre.
- 2.10 EPALS course assessors must not be counted as faculty. If, however, they decide to teach, their attendance will be counted towards their teaching requirements.
- 2.11 Course centres must not be assessed by their own Course Director acting in the capacity of an approved EPALS course assessor.
- 2.12 Course centres shall be re-assessed by members of the EPALS Subcommittee.

At each meeting, members shall review a set number of course centres. This will be achieved chronologically and the following information shall be reviewed:



- course approval application
 - candidate evaluation
 - candidate results and MCQs
 - Course Director's report
 - faculty feedback received
 - final faculty list
 - course programme.
- 2.13 If a course centre does not run a course in more than **2 years**, its approval will lapse and a new application must be made to the EPALS Subcommittee.
- 2.14 Where concerns about individual course centres have come to light, the centre may be re-assessed and reviewed at any time at the discretion of the EPALS Subcommittee.
- 2.15 The EPALS Subcommittee reserves the right to revoke course centre validation.

3 Pre-course information

- 3.1 The minimum number of candidates is 12 and the maximum is 30 (groups of 6). Please contact the Resuscitation Council (UK) if you have less than the minimum number of candidates.
- A maximum of 4 re-certification/reassessing candidates can be accommodated on Day 2 bringing the total to a maximum of 34.
- 3.2 Each EPALS provider course must be approved by the Resuscitation Council (UK). Course approval must be submitted a minimum of **six** weeks before the course date. Late applications will not be granted approval. Courses will not be approved if these criteria are not met.
- 3.3 The course approval must be completed on the LMS. Once the required information is received and checked, a course will be approved and made available to the centre on the LMS. Manuals will be dispatched once the course has been approved.
- 3.4 Course Directors must ensure that faculty have access to the LMS and course materials prior to the course.
- 3.5 Course Organisers or Directors should only enrol a candidate on the LMS once they are confident that the candidate will be attending that course and anticipate no changes.
- 3.6 Automatic notifications will be sent to candidates one week before they attend the course to remind them that they must access and submit their completed pre-course MCQ paper before attending the course.
- 3.7 Course Directors are strongly advised to check on all candidates' progress on the LMS at least two days before the course. If a candidate on the course has not accessed the MCQ paper the centre should contact them urgently and remind them to do so before attending the face-to-face element.
- 3.8 Candidates should be made aware that the Resuscitation Council (UK) and course organisers are able to track whether they have accessed and completed the materials.
- 3.9 The manual and other course material must be forwarded to the candidates at least **4 weeks** before the course starts.

4 Candidate eligibility and certification

- 4.1 The EPALS provider course is designed for healthcare professionals who would be expected to apply the skills taught as part of their clinical duties, or teach them on a regular basis. Appropriate participants include doctors, nurses and paramedics working in direct contact with children. All applicants should hold a current clinical appointment and professional healthcare qualification. Medical students should be encouraged to complete a PILS course. Medical students in their final year of training can be accepted as candidates on an EPALS course provided they do not exceed



10% of the total number of candidates. A minimum of 25% of the candidates must be medically qualified. Medical students are not medically qualified.

- 4.2 Candidates cannot successfully complete the course unless they are present throughout. If, for a legitimate reason, a candidate 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 **3 months**.

Alternatively, and at the Course Director's discretion, the missed element may be reasonably covered on the existing course but this must not detract from the teaching provided to the other candidates.

- 4.3 Candidates who have successfully completed all the assessments and attended the entire course will receive a Resuscitation Council (UK) EPALS provider certificate valid for **4 years**.
- 4.4 Candidates with disabilities are eligible to undertake the Resuscitation Council (UK) EPALS provider course. Please refer to the "Position Statement on Disabled Candidates attending Resuscitation Council (UK) courses" and Disclaimer for further guidance.

5 Medical/Course Director and faculty requirements

- 5.1 Each course must be led by a Course Director who has been approved by the Resuscitation Council (UK) to direct EPALS courses. The Course Director does not need to be medically qualified. They are responsible for ensuring the smooth running of the course.

The Course Director must ensure that records are kept during the course and is responsible for providing the Course Director's report at the end of the course. The Course Director is responsible for ensuring that the course fully complies with the EPALS provider course regulations. Where the regulations are not met, the Resuscitation Council (UK) may retrospectively withdraw the course approval.

- 5.2 Each course must have a Medical Director (who may also act as the Course Director) who has been approved by the Resuscitation Council (UK). The Medical Director must be medically qualified and a minimum of Associate Specialist grade in a speciality allied to acute paediatrics, and credible to fulfil the position of medical lead on an EPALS course.

The Medical Director (if not the Course Director) will work alongside the Course Director to ensure that the course is run in accordance with the regulations. The Medical Director has certain additional responsibilities as outlined in the "Guidance for managing a candidate whose performance raises serious concerns for patient safety" during Resuscitation Council (UK) courses.

- 5.3 **The Course Director and Medical Director must be present throughout the course in addition to 1 other medical Instructor.**
- 5.4 Applications to become an approved Course Director or Medical Director should be made on the Course Director's application form. In order to be eligible, Instructors must have taught on **six** courses as a full Instructor, **three** of which should be EPALS courses approved by the Resuscitation Council (UK). The remainder can be ALS, GIC, NLS, APLS, ATLS, ATNC or MIMMS. Two of these courses must have been in the last **year**. References are required from a current Resuscitation Council (UK) approved EPALS Course Director.
- 5.5 Each course should have a multidisciplinary faculty.

Including a minimum of two medical faculty. There must be a minimum of two faculty (one of whom must be a credible experienced EPALS instructor) for every skill or simulation station. There can be up to **six** candidates in each station.

The ratio of faculty to candidates is 1:4. The Medical Director **can** be included as part of the required medical faculty.

- 5.6 The number of Instructor Candidates on the faculty should not exceed one third of the total number of EPALS Instructors. There is no limit to the number of recertifying instructors.
- 5.7 At least 50% of the faculty should be present throughout the course.



- 5.8 APLS Instructors may teach on EPALS provider courses but their initial instructor experience should be as an Instructor Candidate. If thought appropriate by the faculty a second Instructor Candidate placement may be recommended which must be completed within **18 months**.
- 5.9 ERC EPALS instructors are eligible to instruct on EPLS UK courses.

6 Programme

- 6.1 The standard programme is based on **30** candidates split into **5** groups of **6**.
- 6.2 The programme must be adhered to and the running order must not be changed.
- 6.3 Skill Stations and workshops should be led by a full Instructor.

Lectures and open discussions should be delivered/led by a faculty member with credibility in that area.

It is the responsibility of the Course Director to ensure suitable allocation of the lectures taking into account credibility, knowledge base and Instructor requirements.

- 6.4 The course materials are provided by the Resuscitation Council (UK) on the LMS. Course Centres should produce the materials in whichever format is most appropriate for their equipment. Course organisers must provide the faculty with the LMS faculty guest account login details.

Limited additional teaching material may be provided by course centres on the understanding that it is appropriate and clinically relevant.

- 6.5 The course centre must supply, as a minimum, the equipment detailed in the equipment list.

7 Assessment

- 7.1 There are 3 assessment components on the EPALS provider course:

1. Paediatric BLS with bag-mask ventilation
2. Assessment Simulation
3. MCQ

- 7.2 MCQ papers must not be loaned or copied.

- 7.3 A total of 45 min will be allowed for the written paper and the pass mark is 74%.

- 7.4 If a candidate fails to achieve the pass mark on the MCQ but successfully completes their practical assessments on the course they may re-take their MCQ paper under invigilated conditions within **3 months**.

- 7.5 Candidates must use a black or blue pen or HB pencil when filling in the answer sheet. The optical mark reader will not detect other types of ink or pencil.

Answers must be confined to the answer sheet provided.

When course centres mark the MCQ answer sheet, **only a yellow highlighter pen must be used** if the actual answer sheet is to be marked, as this colour will not adversely affect the optical mark reader.

- 7.6 At least one EPALS Instructor and one other member of faculty who is either a full Instructor or an Instructor Candidate must supervise each assessment station. Instructor Candidates can only lead an assessment under the supervision of a full Instructor.

- 7.7 **Paediatric BLS with bag-mask ventilation continuous assessment**

These skills are assessed by outcome based assessment during the skill station. If the candidate fails to demonstrate competency, opportunities for additional practice and assessment are provided during other skill stations and teaching simulations.



The candidate should be identified early and the faculty made aware prior to the start of the afternoon skill stations. This is to allow them to be observed performing the relevant skills at other opportunities later in the day. If necessary, remedial teaching should be provided by the mentor(s) at the end of Day 1 or prior to Day 2 teaching, in order that competency is demonstrated by the end of the morning of Day 2.

If the candidate has failed to achieve competency in BLS by the time of the assessment simulation on Day 2, they will have failed the outcome based assessment. They cannot resit this component and therefore cannot successfully complete the course.

7.8 Assessment Simulation

All candidates must be assessed using the same standardised assessment simulation, (i.e. from 1 of the 3 categories: Seriously ill child; Cardiorespiratory arrest; Trauma) as decided by the faculty.

If a candidate fails they should be re-tested using a different simulation but from the same category, (e.g. all candidates to be assessed using Cardiorespiratory arrest 1, and all re-tests using Cardiorespiratory arrest 2).

If a candidate fails the retest then they may be permitted to continue with the MCQ (if not already done). They need to be advised that they must pass the MCQ to be entitled to a third and final assessment simulation on another course within **3 months**.

Rarely, the faculty may recommend that a candidate would benefit from taking the entire course again rather than a third attempt at the assessment simulation. The third assessment simulation may or may not be on a future course and the location of this should be determined locally.

- 7.9 Re-tests should be conducted by a different Instructor pair. Ideally, these should be observed or delivered by the Course Director/Medical Director.

8 Instructor potential (IP)

- 8.1 Candidates who show exceptional ability, aptitude and credibility may be considered for Instructor training.

It is the faculty's decision to put forward ST Grades 1 or 2 for IP status.

- 8.2 Candidates are eligible for consideration for instructor training only after being nominated and seconded by instructors at the final faculty meeting. The whole faculty should then discuss each nominated candidate's performance using the IP appraisal form and guidance.
- 8.3 Recommendations for IP should ideally be unanimous, but if one faculty member is opposed the Course Director may make the final decision.
- 8.4 Those recommended as having IP should be informed immediately after the course. All recommendations for IP status must be marked clearly on the result sheet and individually named in the Course Director's report.
- 8.5 It is strongly recommended that IPs gain experience by observing one EPALS provider course before undertaking the Generic Instructor Course.
- 8.6 IPs are eligible to undertake the Generic Instructor Course as long as they have a valid provider certificate, i.e. within **4 years** of the date of the course they gained IP recommendation.
- 8.7 Those recommended as having IP and who have successfully completed an approved Generic Instructor Course (or ATLS Instructor Course) may proceed directly to Instructor Candidate status. They must inform GIC@resus.org.uk of their current contact details.

Where the candidate has completed a Generic Instructor Course but has not gone on to become an Instructor for that course (e.g. APLS) their Generic Instructor Course must have been completed within **2 years** of the last day of their EPALS provider course.

Where there are exceptional circumstances, the IP should complete the IP/IC/Instructor Summary form and email it to GIC@resus.org.uk.



9 Instructor candidates (IC)

- 9.1 After successful completion of the Generic Instructor Course, all Instructor Candidates will be required to satisfactorily teach on a maximum of 2 Resuscitation Council (UK) accredited EPALS provider courses before full Instructor status is granted and a certificate issued.

If however, the provider Course Director and faculty unanimously recommend after the first teaching practice that a second assessment is unnecessary, full Instructor status will be approved by the Resuscitation Council (UK) on receipt of the Course Director's report. If the Instructor Candidate has not reached the required standard after the second course they should be offered the opportunity, at their own cost, to repeat the Generic Instructor Course.

- 9.2 In some instances, the Generic Instructor Course faculty may recommend Instructor Candidates complete one or both of their teaching practice(s) at a named centre(s). The Generic Instructor Course faculty decision cannot be revoked by the teaching practice centre. For example, where Instructor Candidates have been given **2** named centres, the faculty of the first teaching practice is not permitted to recommend that the Instructor Candidate may now proceed to full Instructor status. The faculty is also not permitted to recommend that the Instructor Candidate no longer needs to complete a second teaching practice at their designated named centre. The GIC and Instructor Progress Log must be referred to for confirmation of these details.
- 9.3 Only the Generic Instructor Course faculty may direct an Instructor Candidate to teach on designated courses.
- 9.4 Achievement of full Instructor status requires completion of **3 elements**:
1. Attend a provider course and be selected for Instructor Potential
 2. Attend a Generic Instructor Course
 3. Successfully complete teaching practice(s).

Candidates are not permitted to undertake their provider, Generic Instructor Course and teaching practices at the same centre. **A maximum of 2 of the 3 elements may be completed at one centre. Please note that teaching practice(s) count as one element.**

- 9.5 The Instructor Candidate must attend the entire EPALS provider course. They must teach on both a skill and simulation station and be involved in the practical assessments. They must not lead a session unsupervised. They may give a lecture or run a workshop but this is optional and should not be formally assessed. If the Instructor Candidate gives a lecture, feedback should be given using the lecture evaluation form and matrix. It is strongly recommended that the Instructor Candidate attends all lectures.
- 9.6 The Instructor Candidate assessment forms must be completed for the Skill Station and Simulation by EPALS Instructors nominated by the Course Director. These assessments must be discussed with the Instructor Candidate and a copy of the forms forwarded with the Course Director's report.
- 9.7 An Instructor Candidate should complete their teaching practice(s) within **2 years** of the date of their Generic Instructor Course, unless exceptional circumstances prevent this. If a candidate is already an ALS/NLS/APLS/ATLS/ATNC Instructor or Instructor Candidate, they should complete their teaching practice(s) within **2 years** of either their EPALS provider course or appropriate Instructor course, whichever is the most recent. Where there are exceptional circumstances the IC should complete the IP/IC/Instructor Summary form and email to EPALS@resus.org.uk.

10 Instructors

- 10.1 Instructors must teach on at least **3 courses every 2 years**. It is recommended that 1 of these should be outside their home centre. One course in every **2 years** may be a Generic Instructor Course which has EPALS candidates attending.
- 10.2 EPALS instructors who teach on 2 PILS courses a year can count these towards 1 of their EPLS instructor requirements (i.e. 1 of the 3 EPALS courses in **2 years**). In order to have this recognised they must inform the EPALS co-ordinator **in writing** of the dates of the 2 PILS courses.



- 10.3 EPALS instructors who teach on 1 APLS course as an APLS instructor can count this towards 1 of their EPALS instructor requirements. Confirmation of teaching must be sent to the Resuscitation Council (UK).

11 Recertification as an EPALS Instructor

11.1 EPALS Instructors must recertify every **4 years**.

Re-certification involves attending an entire EPALS provider course and being assessed as an Instructor Candidate during the delivery of a skill and simulation station and be involved in the practical assessments.

The skill and simulation station should be formally assessed using the appropriate Instructor Candidate forms.

- 11.2 Instructors who have not recertified within **1 year** of the expiry date of their Instructor certificate must attend **2** EPALS provider courses at different centres to be assessed as an Instructor Candidate. Once this has been successfully completed, their EPALS Instructor status will be re-instated and is valid for **4 years** from the date of completion of their second assessment.
- 11.3 Instructors should keep a professional development record (PDR).
- 11.4 Instructors should recertify on a Resuscitation Council (UK) EPALS provider course. However, Instructors may recertify on ERC EPALS provider courses provided a Resuscitation Council (UK) EPALS Instructor assesses them. Instructors wishing to recertify on ERC courses must notify the Resuscitation Council (UK) prior to their recertification.
- 11.5 Instructors who are either medical or non-medical Course Directors may not recertify whilst acting in the capacity, unless they are assessed by a course assessor.

12 Recertification as an EPALS Provider

- 12.1 The EPALS provider certificate is valid for **4 years**. If providers have not recertified before the certificate expires they must attend a full EPALS provider course again.
- 12.2 EPALS providers may recertify by:
- successfully undertaking a full EPALS provider course **or**
 - successfully completing the whole of day 2 of an EPALS provider course including an assessment simulation and the MCQ. Instructors will ensure that BLS is assessed as continuous assessment.
- 12.3 In order to be considered for Instructor Potential on recertification the candidate must attend a full EPALS provider course and cannot do so until at least **1 year** has elapsed after initial certification.

13 Post-course organisation

- 13.1 The Course Director must complete the director's report on the LMS.
- 13.2 The Course Centre must submit, as soon as possible and **no later than 1 week** after the course all of the following on the LMS:
- Course Director's report (detailing any areas of concern and action taken to rectify)
 - final list of faculty attending
 - candidate results.
- 13.3 The Course Centre must submit, as soon as possible and **no later than 1 month** after the course all of the following:
- Final programme including a breakdown of Instructor allocations for testing stations



- Instructor Candidate assessment forms
 - IP appraisal forms for all those recommended
 - Post course MCQ answer sheets. Future courses will not be approved until these have been received.
- 13.4 The Course Centre should retain copies of all the paperwork. The duration of long term storage of course records is a local decision.
- 13.5 If the final faculty, course requirements and administration do not comply with the criteria set down in these regulations and no reasonable explanation given, future registrations and course centre status will be reviewed.
- 13.6 The Course Centre must forward summaries of candidate feedback to the Instructors in order for them to include in their PDR.