

Advanced Paediatric Life Support Recertification (APLS R) 7e Regulations

1	Pre-course process
1.1	Administration
1.1.1	Prior to course approval: the following should be considered prior to applying for approval: Course Venue: the course should be conducted in a venue deemed suitable by the Course Director. The venue should have a lecture room large enough to accommodate all candidates and faculty, a faculty room large enough to accommodate all faculty and enough break-out rooms to accommodate the small group teaching sessions. Please refer to the course programme to determine the required number of break-out rooms – generally speaking one will be required for each group of candidates. Equipment: the Course Director should ensure that the equipment specified in the current standard equipment list, provided on the ALSG website, can be made available at the course venue.
1.1.2	Course approvals: can be submitted at any time but should be at least 4 months before the course start date to allow for payment of invoices and delivery of manuals. All courses must be approved by ALSG. The standard approval e-form should be submitted electronically to ALSG. The link for this can be found on the centre hub on the ALSG website. Courses approved with less than 3 months before the course start date are not guaranteed to receive manuals in time for the candidates to fully prepare.
1.1.3	Course Centre External Assessment: each course centre should be assessed every 4 years. There is no official external assessors list. The external assessor must be a consultant who has a minimum of 4 years active teaching experience as an ALSG instructor on the course or Course Director or working group member and must not be employed by the trust that is organising the course. The external assessor must be supernumerary so that they can observe and support or role-model where necessary. They can also be the focus for discussions sharing expertise and edition updates, but their principal role is to improve governance and maintain standards across course centres. The external assessor should be added to the course page with the role of external assessor. The external assessor form is located in the Generic Course Materials folder on the ALSG website. Please print and give a copy to the external assessor, this should be returned to ALSG post course. It can also be completed online here. The expenses of the external assessor should be covered by the centre. Centres that run APLS and APLS Recert do not need to be assessed for both courses.

1.1.4	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 APLS Working Group.
1.1.5	The APLS Working Group reserves the right to revoke course centre validation at any time.
1.1.6	If a course centre does not organise or run a course for 2 years or more, its course centre validation will lapse, and a new centre application must be made to the APLS Working Group. Centres should read the information available on the ALSG homepage and apply via the New centre application form .
1.1.7	Faculty list: all faculty teaching on the course must be APLS-certified instructors (see 1.1.8 and 1.1.13). You will not be asked to detail specific faculty members on your approval and therefore it is your responsibility to ensure that you have the correct number and ratio of instructors on the course and to ensure they are enrolled onto the course page on the website.
1.1.8	Faculty certification: It is the centre's responsibility to ensure that every faculty member instructing on an APLS course holds current APLS instructor certification and is listed for APLS on the ALSG website. Instructor certification on other ALSG courses (e.g. PLS, CPRR) and other provider courses (e.g. EPALS, ATLS) does not substitute for APLS instructor status.
1.1.9	Course programme: only an ALSG approved programme should be used. Break times may be moved to accommodate local requirements, but the order of teaching should remain the same. Session and break times may be extended but may not be reduced.
1.1.10	Orders: only despatched when a course is approved and payment is received. The order and approval are submitted at the same time using the ALSG course approval e-form. You will receive an invoice via our automated system. Please send payment under separate cover, ensuring that you quote your course centre name and invoice number. Orders will not be despatched until payment has been received in full.
1.1.11	Administration Fees: a candidate fee is payable for each candidate on the course. The current fee is detailed on the approval form and price list. Refunds or credits are not provided on unused or cancelled candidate fees; however we allow one reschedule of a full course to an alternative date, please see the rescheduling form on the centre hub.
1.1.12	Candidate course fees are set locally; these take into account the local costs incurred to the centre, of running the course.
1.1.13	All faculty, including the course director, must be enrolled onto the course page, on the ALSG website, prior to the commencement of the course. It is the course director's responsibility to ensure that all instructors enrolled to teach are current instructors or instructor candidates. Centres must check that any instructors/directors who have not taught recently at the centre for this course type (APLS/APLS R) , are certified instructors/directors on the ALSG website. Full instructor and course director lists for this course type are available through the centre hub. ALSG must be contacted if the instructor or director does not appear on the relevant list.

1.1.14	Candidates with disabilities are encouraged to make contact with the course director prior to the course to discuss accommodations. Please refer to the ALSG 'Regulations- Equal Opportunities Policy' available in the Generic Course Materials folder, for further guidance.
1.1.15	Candidate and faculty pre-course emails should encourage identification of any individual learning/teaching requirements along with other requirements such as diet and prayer rooms etc.
1.2	Course materials
1.2.1	Recognised teaching materials only: all teaching materials are available on the centre hub on the ALSG website and via the course page. Instructors may supplement the standard teaching materials, but the recognised set should provide the core for the course. APLS R teaching materials are for use on the course but may be used outside the course by recognised APLS instructors providing there is no financial gain and they are not shared. They should retain the ALSG branding. Course centres should not loan teaching materials to non-instructors.
1.2.3	Provider manual: at least 4 weeks prior to the course date, all candidates should be issued with the provider manual: Advanced Paediatric Life Support: The Practical Approach to Emergencies (7th edition). Pre-course instructions: the standard pre-course instructions, for which templates are provided on the ALSG website, should be amended for local use and sent to all candidates.
1.3	Faculty selection
1.3.1	Course director: all APLS R courses need to be directed by approved course directors only. The approved course director list is available on the centre hub on the website. The same course director should be present in person for the entire course and should be additional to your minimum faculty numbers.
1.3.2	Potential new course directors will need to apply to be added to the approved list, they will need to have been actively teaching on the provider course, for a minimum of 2 years and have taught on at least 4 courses. Before applying, potential new course directors should arrange to shadow an existing approved course director on a provider course, so that they know what the role entails. They will then need to co-direct with an existing course director on a second course. Then they will need to complete an on-line application form, which is housed on the instructor information area of the Centre and Instructor Resources page of the ALSG website. Once their application has been approved by the course director and ALSG, they will be added to the approved course director list.
1.3.3	APLS R courses must be directed by either: • a medical director who is consultant level or equivalent. • a non-medical director who is actively working clinically in a paediatric environment, in a leadership role They should also have taught on at least 1 APLS R course before directing an APLS R course even if they are an APLS course director. Non-medical course directors must also have an assigned member of the faculty

	who is medical and present in person throughout the course. This is to support the non-medical director with any medical queries. The assigned member of the faculty should be a consultant who has a minimum of 3 years active teaching experience as an APLS/APLS R instructor.
1.3.4	It is recommended that all ALSG course directors <i>consider</i> becoming GIC instructors to keep themselves abreast of educational changes. The process for this can be found on the GIC site: www.gic-online.org/vle .
1.3.5	Instructors: Only full APLS instructors who have taught on at least one APLS 2-day course as a full instructor can teach on the recertification course. Instructors may recertify on the APLS recertification course however each candidate room must have at least one full instructor who is not recertifying. The instructor number will vary according to the number of candidates on the course. The ratio of instructors to candidates is as follows: for each group of candidates you must have a minimum of 2 full instructors (1 can be recertifying), but ALSG would recommend 3 instructors per group. The 3rd member could be another full instructor or a 2nd re-certifying instructor. The faculty should be multi-disciplinary. There must be a minimum of 50% instructors who are either a doctor or advanced care practitioner (ACP) in clinical practice, with at least one in each teaching room. The faculty should include a minimum of 1 experienced clinician in each of the following specialty areas: paediatric medicine, anaesthetics/critical care and emergency medicine /trauma/surgery. This can include the course director. Any centre that cannot achieve this faculty mix should contact ALSG before the course for support and to discuss how to proceed. You should aim to have 100% of the faculty consistent for the full day. If this is not possible then there should be a minimum of 60% available for the full day. 2 months before the course: if a centre is unable to find a course director or enough faculty or the correct faculty mix then they should contact ALSG for support and advice. Last minute faculty dropouts can lead to difficulties fulfilling the correct ratio of faculty to candidates and the correct faculty mix. Before running a course with a reduced number of faculty the course director must contact ALSG for advice about how to proceed even if this is on the day of/during the course. If a course runs with insufficient faculty or incorrect faculty mix, we may have to withhold candidates' certificates until we can be assured by the centre, course director and faculty that the educational substance of the course was sufficient to maintain credibility.

	Course size	Min candidate numbers	Max candidate numbers	Minimum full instructors	Plus
	2 groups	10	12	4	plus course director
	3 groups	15	18	6	plus course director
	4 groups	20	24	8	plus course director
	On courses where there are fewer than 6 candidates per group, the full programme of all 12 simulations must still be delivered, and some candidates will have the opportunity to lead more than 1 simulation per session. The lectures should be delivered by experienced APLS/APLS R instructors. The simulation demonstration should be delivered by experienced instructors. The minimum number of instructors required for the cardiac demo is five, comprising two to act as faculty helper and lead instructor plus a minimum of three instructors to play the roles of team leader and two candidate helpers. It is recommended that there are 3 instructors per simulation room: • one to act as faculty lead, run the manikin and lead the learning conversation; • one as embedded faculty helper; • one to troubleshoot any technical issues, act as specialist helper for the simulation if required and fill in the paperwork.				
1.3.6	EPALS to APLS instructor conversion: EPALS instructors can apply to teach on APLS/APLS R by completing a conversion form EPALS-APLS/PLS Conversion Form. They must then complete the APLS instructor e-modules and two APLS ICs before approval to become a full APLS instructor is given. The APLS ICs cannot be completed on APLS R and they must teach on at least one APLS 2-day course as a full instructor before teaching on an APLS R course.				
1.3.7	Instructor Candidates (IC): Instructor candidates cannot teach on APLS R courses and must teach on at least one APLS 2-day course as a full instructor before teaching on an APLS R course.				

1.4	Candidate selection
1.4.1	Eligibility: Medical candidates must be level ST4 or above and be currently practising in acute paediatrics regularly in a relevant role. This could include doctors working in paediatrics (medicine or surgery), emergency medicine, anaesthetics and critical care as long as they regularly treat acutely ill or injured children in this role. Nursing and AHP candidates must have done a minimum of 2 full 2-day APLS courses and be currently practising in acute paediatrics regularly in a relevant role before they can apply to do the APLS recertification course. This could include working in paediatrics (medicine or surgery), emergency medicine, theatres and critical care as long as they regularly treat acutely ill or injured children in this role. Course centres should contact ALSG if they have any questions about candidate eligibility or to request an exception to the eligibility rules on behalf of a candidate. All candidates must have completed at least one APLS course before applying for a place on a recertification course and be no more than 6 months out of date. Please note: The recertification course is testing the retention of the APLS content and is not a teaching course for those whose knowledge and skills have lapsed or those who are not practising regularly in a relevant role.
1.4.2	Candidate numbers: a total of 24 candidates from varying backgrounds. A full course is 4 groups of 6 candidates. You may choose to run a smaller course with fewer groups and fewer candidates; however, each group should contain no more than 6 candidates. The minimum APLS R course size is 10 candidates in 2 groups; however it should be noted that it is easier to ensure the correct faculty mix if you run a course of three groups or more.
1.4.3	Pre-course work: all candidates MUST have completed the pre-course on-line preparation component (manual and e-modules) BEFORE the F2F element of the recertification course. Any F2F candidates who have not completed the manual/e-modules component will not be allowed to obtain a F2F completion certificate even if they subsequently complete the components at a later date; they will only be eligible to receive an observer certificate. All candidates must confirm on their application form that they have a paediatric BLS certificate (no older than 12 months) and that they meet the eligibility rules to be eligible to attend.
1.4.4	Candidates attending missed sessions: candidates who are attending missed stations do not have to be counted within the candidate numbers.
1.4.5	Observers: observers can be taken on the course at the course director's discretion providing their participation is not to the detriment of the candidates.

2	In-course process
2.1	Administration
2.1.1	Attendance issues: if a candidate misses any part of any session, arrangements should be made with an instructor to complete the teaching they have missed in spare time during the course, if time permits. If this is not undertaken, then the candidate will not have completed the course. Arrangements will have to be made to complete the missed sessions at another course. Details of this should be clearly indicated on the end of course results link and a “candidate incomplete attendance” form should be filled in and given to the candidate at the end of the course. This form should be handed in to the course director when they attend the incomplete sessions and their completion confirmed by using the e-form in the ‘After the course’ section of the course page. The paper incomplete attendance forms should be retained at the course centre with the course results for 4 years.
2.1.2	Special circumstances: if a candidate is unable to take part in a station for personal reasons, this should be brought to the attention of the course director. If the course director feels able to ensure the key teaching can still be delivered to the individual, then they should arrange this. If this is not possible, it is suggested that the candidate completes the remainder of the course and that details are forwarded to ALSG using the e-form in the ‘Following your course’ section of the course page. This will then be forwarded for consideration by the Working Group. The candidate should be informed that a decision on their provider status will be sent to them in writing by ALSG.
2.1.3	Mentoring: all candidates should be allocated a faculty mentor. It is advisable that this person is either at the same grade or of a senior grade.
2.1.4	Candidate support: The course director is responsible for ensuring that the candidates are aware of what support is available to them. This should be discussed in the welcome lecture and then also included in the prebrief session (on courses that include a prebrief). The course director is responsible for ensuring that candidates have an opportunity to raise any special circumstances, relevant prior or recent experiences, neurodivergence or accommodations that the faculty should be aware of and that any questions they have are answered.
2.1.5	Instructor support: The course director is responsible for ensuring that the faculty are aware of what support is available to them. They should ensure that the faculty have an opportunity to raise any special circumstances, relevant prior or recent experiences, neurodivergence or accommodations that the rest of the faculty should be aware of and that any questions they have are answered.
2.1.6	Faculty Meetings: these should be held as indicated on the programme and chaired by the course director, this includes the pre-course virtual meeting (if applicable) The course director should use the Course Director Checklist at the meetings.
2.1.7	Course Evaluation: all candidates should be directed to complete the course evaluation after the course. A link to this can be found on the course page. Candidates will not be able to download their provider certificate if they do not complete the feedback.

2.1.8	Candidate records: all centres must use the ALSG course documentation provided in course centre materials to record candidate performance. A full copy of the results sheets and candidate records should be retained on file either as paper or electronic format by the course centre for a period of 4 years.
2.1.9	Teaching Stations: all candidates should be graded on the progress log during the course using the guidance documents provided. See the APLS R 7e assessment document for full guidance on handling remedial teaching during the course. Unsuccessful remediation of teaching stations will mean a course fail and candidates should return and complete a 2 day course to update their skills. It is not appropriate to return to a recertification course as the recertification course is testing the retention of the APLS content and is not a teaching course for those whose knowledge and skills have lapsed.
2.1.10	Patient monitoring: ALSG recommends that ALSG centres use technology to aid realism by the use of a system for displaying patient observations that includes SpO2/ETCO2/BP as well as ECG e.g. using tablets with simulation monitoring such as Sim Mon.
2.1.11	Manikins: ALSG recommends that centres use a mixture of manikins of appropriate ages/sex with different skin tones.
2.1.12	Nomination of Potential Instructors: Candidates are able to self-nominate to be instructors from the APLS recertification course. They will be informed of this in the Welcome lecture. The course director should briefly discuss all candidates at the faculty meeting and document on the progress log any candidates that the faculty would NOT support in becoming instructors.
2.1.13	End of course outcomes: see the APLS R 7e assessment document for full guidance on end of course outcomes and the management of resits.
2.1.14	Candidate concerns: In circumstances where course directors and instructors are concerned about the clinical knowledge, ability and judgement of a candidate, they must be aware of, and follow, the recommendations in 'Guidance for managing a candidate whose performance raises serious concerns for patient safety'.
2.1.15	Faculty concerns: In circumstances where course directors and instructors are concerned about the clinical knowledge, ability and judgement of a member of faculty, they must contact ALSG via support services on 0161 7941999 at the earliest opportunity for support and guidance.
2.2	Status
2.2.1	Provider Status: candidates who successfully complete the course can print a provider certificate, which is valid for 4 years. After this time, they should re-certify as detailed under Re-certification below.
2.2.2	Instructor Status: Instructors earn 1 x ALSG teaching credit for each course day they instruct on and are allowed to teach on single days of courses, as long as they teach on the minimum requirement for their provider course type (see below). Instructors can also earn 1 x ALSG teaching credit for attending an ALSG conference/instructor day or webinar day.

	Credibility: instructors are required to teach on one course each year, for each ALSG provider course type they teach on. APLS R and APLS both count towards APLS teaching credits. There is no annual teaching requirement for the GIC, 1-day provider courses or recertification courses, but instructors will still earn ALSG teaching credits by teaching on these courses. Commitment: instructors are required to earn 5 x ALSG teaching credits every 2 years. This is the minimum commitment for maintaining instructor status. It is acknowledged that many instructors may benefit their own CPD by teaching on more courses and also by supporting allied courses such as the GIC, PLS etc. Currency: for ALSG courses with pre-course components, instructors will be required to complete the e-module topics every 2 years. Instructors will earn 1 x ALSG teaching credit for completing all the e-modules. Instructor status is valid for 4 years from the time full instructor status is achieved. All course directors have to recertify every 4 years as an instructor. This cannot be on a course they are directing.
2.3	Re-certification
2.3.1	Provider: recertification must take place within six months of the previous provider certificate expiring. All recertifying candidates must undertake the pre-course components again in full.
2.3.2	For the F2F element of the course, the candidate has 2 options: • Attend the full 2-day APLS course • Attend another APLS Recertification course
2.3.3	Instructor: re-certification involves assessment by a full instructor during a standard provider course on the following: • Embedded faculty helper within a simulation • Facilitating a simulation and learning conversation as the lead instructor • Overall assessment - the form should be completed by the course director at the end of the course
2.3.4	Instructors may not re-certify on a course on which they are directing or acting as an external assessor. After successful re-certification, provider and instructor status is then valid for a further 4 years and applies to both APLS and APLS-R courses.

3	Post-course process
3.1	Administration
3.1.1	Post course results: these should be completed as soon as possible following the course, within 3 weeks. Results should be completed on the course page on the website either during the course or after the course. Centres should send candidates the standard email, which can be found in the Centre Materials folder on the Centre and Instructor Resources page on the website, directing them to complete the course evaluation and download their certificate. ALSG will download the results from the course page 3 weeks after the course. Help is available via the centre FAQs on the website. A full copy of the results sheets and candidate records should be retained on file either as paper or electronic copies by the course centre for a period of 4 years.
3.1.2	Candidates: certificates will be available to successful candidates directly on the course page of the website, once they have completed the course evaluation.
3.1.3	Instructors: any outstanding expenses should be settled as soon as possible after the course, by the course centre. When paying expenses to faculty members we advise you cover “out of pocket” expenses for travel (maximum mileage rate quoted by HMRC is currently 45p per mile), subsistence and accommodation only. If a faculty member is paid in excess of reimbursement for costs incurred, then the additional payment made may be liable to income tax and national insurance contributions. ALSG does not support the use of honorarium payments for faculty. Centres should also consider the amount spent on faculty dinners and hospitality, as similar issues may arise if, upon scrutiny, the amount spent is not felt to be of a reasonable level.
3.2	Data protection
3.2.1	All course centres must comply with Data Protection regulations and local policies with regards to the storage and disposal of candidates’ personal details (e.g. addresses, payment details and photographs etc.). These should ideally be disposed of, or securely stored, as per local policy after the course returns have been completed.
3.2.2	It is recommended that all centres keep their mail/email lists up to date by reviewing them annually and removing instructors who are no longer instructing with them.

4	General
4.1	New centres
4.1.1	Only an approved course centre may run APLS R courses.
4.1.2	An organisation wishing to become an APLS R centre should read the information available on the ALSG homepage and apply via New centre application . Prospective course centres will be required to demonstrate an ability to deliver courses in line with expected standards.
4.1.3	All applications will be considered by the APLS Working Group taking into account the number of course centres already running APLS R courses within the region.
4.1.4	A new centre running their first course should submit their APLS R approval form at least four months before the course start date. This should be done via the centre hub on the ALSG website.
4.1.5	Once approved, ALSG will contact new centres to offer support.
4.2	Conduct and complaints
4.2.1	Code of conduct: All course directors, instructors and instructor candidates must abide by the Advanced Life Support Group (ALSG) 'Faculty code of conduct', available in the Generic Course Materials folder and via the 'Quick links' area of the footer at the bottom of the ALSG homepage .
4.2.2	Complaints process: Ideally all complaints should be raised on the day so that they can be resolved locally, led by the course director.
4.2.3	The ALSG 'Complaints policy and procedure' can be found at the bottom of the ALSG homepage in the 'Quick links' area of the footer. Any candidate or instructor wishing to make a complaint, that cannot be resolved locally should be referred to the policy and submit the complaint here Complaint JotForm .