

ILS Regulations

April 2021 Version 1.4

The objectives of the ILS course are:

- To train healthcare personnel in causes and prevention of cardiopulmonary arrest, the ABCDE approach, initial resuscitation and defibrillation (manual and/or AED), and simple airway management
- To train healthcare personnel to manage patients in cardiopulmonary arrest until arrival of the resuscitation team.
- To train healthcare personnel to participate as members of the resuscitation team.

1. General

- 1.1 All Course Directors, Instructors and Instructor Candidates must abide by the Resuscitation Council UK Code of Conduct.
- 1.2 Any profit made from the ILS course should be used only for purposes directly related to adult resuscitation.
- 1.3 Instructors must be aware of and follow the recommendations in the statement Equal Opportunities Policy
- 1.4 The ILS course is run over one day whilst eILS is run over one half-day face-to-face and e-learning.
- 1.5 Resuscitation Council UK [RCUK] discourages the payment of honoraria and advises, in the interests of probity, that any such payment should be made through the Trust's/organisation's finance department. For further guidance please see the Payment of Honoraria to Resuscitation Council UK Instructors statement.

2. ILS Course Centres

- 2.1 The Resuscitation Council UK ILS course can only be run by accredited Resuscitation Council UK approved Course Centres, Primary Care Trusts, NHS Trusts, Universities that train healthcare professionals, private hospitals, Phase 1 Clinical Trial Units that are inspected by the MHRA and standalone private training companies.

All centres must submit a completed registration form signed by an **Authorised Signatory** agreeing to comply with these regulations.
- 2.2 Course Centre registration is on an annual basis only. The **twelve month** registration period runs from **January to December**.
- 2.3 Centres wishing to register should send their completed registration form to Resuscitation Council UK. An annual registration fee must be received before the centre account is created on the RCUK Learning Management System (LMS).
- 2.4 The registration process and costs are reviewed annually. Every year registered centres are issued with a renewal registration form.
No further reminders are issued by Resuscitation Council UK and failure to re-register means that any courses run after **31 December** of the current year will not be Resuscitation Council UK accredited and no certificates will be issued.
- 2.5 Each centre must have a **nominated administrator** who will be the only contact name for the centre for administrative purposes. They do not have to be the Course Director for each course.

- 2.6 If the Nominated Named Person changes or their contact details change, the centre must notify Resuscitation Council UK.
- 2.7 No refunds are available on unused registrations and course manuals.
- 2.8 Where concerns about individual Course Centres have come to light, the centre may be reviewed at any time at the discretion of the ILS Subcommittee. The ILS Subcommittee reserves the right to revoke the Course Centre's registration.
- 2.9 All Course Centres must comply with Data Protection regulations and local policies with regards to the handling, storage and disposal of personal details (e.g. addresses, payment details and photographs etc). These should ideally be disposed of or securely stored as per local policy after the course returns have been completed.

3. Private ILS Course Centres

In addition to section 2;

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

4. Pre-course organisation

- 4.1 The maximum number of Candidates per course is **30**.
- 4.2 All Candidates **must** be provided with an ILS manual purchased from Resuscitation Council UK. After the course they **must** retain the manual for reference.
- 4.3 Course Centres must have a current Resuscitation Council UK ALS Instructor who will act as the Course Director and who is fully involved in the organisation and delivery of the course.
- 4.4 The course manual and assessment forms must be forwarded to the Candidates at least **two weeks** before the course.
- 4.5 Equipment must be available and be in sound working order.
- 4.6 Evaluation forms must be issued to Candidates at the start of the course and be collected at the end.

5. Pre-Course organisation (eILS course only)

With the addition to section 4 above;

- 5.1 Candidates on the eILS course must be informed that the e-learning content replaces the lectures on the full course. There is no set minimum or maximum time that Candidates are required to spend on the e-learning materials. Candidates should undertake the e-learning component at their own pace prior to attending the face-to-face day. Candidates must be present throughout the face-to-face element of the course in order to complete it successfully.
- 5.2 Candidates will have unlimited access to the e-learning content and their individual account will not expire for the duration that the certificate is valid. Each time a Candidate attends the eILS course they will need to use the same login information and centres will provide specific course passcodes. Course Centres must check with Candidates if they have an existing account when they apply for the course to prevent duplicate accounts being created.
- 5.3 Course Centre administrators must provide Candidates with the e-learning website address and necessary access passcodes at least **2 weeks** prior to the course, ideally with the manual. The passcode will remain valid for two years from enrolment.
- 5.4 Candidates should print or show a screenshot of the completion certificate to confirm the pre-course e-learning has been undertaken. The certificate is a certificate of completion for the e-learning and not an ILS course certificate. Instructions on how to print/show certificates are available within the application.
- 5.5 Centres **must not** refuse Candidates attendance to the course on the basis that they have failed to access the e-learning.

6. Candidate eligibility and certification

- 6.1 Please refer to Appendix 1 for suitability of Candidates for the ILS course. If the Candidate's background does not fall into any of the categories mentioned, please contact Resuscitation Council UK for clarification. Centres must keep adequate records of "other" categories for audit purposes.
- 6.2 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 complete all the assessment components, they may be permitted to complete the missed element on another course within **1 month**.
Alternatively, at the Course Director's discretion, the missed element may be reasonably covered on the existing course, but this must not distract from the teaching provided to other Candidates.
- 6.3 Candidates who successfully complete the course will receive a Resuscitation Council UK ILS certificate valid for **1 year**. This is not a certificate of competency.
- 6.4 Candidates who have failed an ALS course must attend and pass the ILS course if they want an ILS certificate.
- 6.5 RCUK does not keep centralised records for ILS Candidate results and therefore are unable to verify Candidate's certificates. All ILS course certificates must be verified by the issuing Course Centre.

7. Candidate preparation

Course Centres must provide the following advice to Candidates concerning pre-course preparation:

- 7.1 Candidates are expected to have prepared for the course by reading the manual and accessing the e-learning modules (if applicable).
- 7.2 Candidates have a professional responsibility to act with probity. For example, where Candidates are given study leave to attend an ILS course and/or have their costs paid by their employer or educational provider, employers and educational providers have a reasonable expectation that those Candidates will prepare adequately for attendance at the face-to-face element of the course by reading the manual, accessing the e-learning materials (if applicable) and completing the pre-course MCQ paper. However, centres **must not** refuse Candidates attendance at the course on the basis that they have failed to access all modules.
- 7.3 The pre-course MCQ paper (if applicable) should be completed before the start of the course. The resulting mark does not contribute to the final course result.

8. Course Director and faculty requirements

- 8.1 The core faculty is the minimum number of faculty required to provide an Instructor to Candidate ratio of **1 Instructor : 6 Candidates**. Please refer to Appendix 2 for further details.
- 8.2 Each course must be led by a Course Director who is a current Resuscitation Council UK ALS Instructor.
- 8.3 **The Course Director must be present throughout the entire course.** They are responsible for ensuring the smooth running of the course.
- 8.4 The Course Director is responsible for ensuring that the course fully complies with the ILS course regulations and that records are kept during the course.
- 8.5 The Course Director is responsible for checking that all faculty members' Instructor certificates are valid and enrolled onto the faculty list on the LMS prior to the course.
- 8.6 Remaining faculty must be current Resuscitation Council UK ALS Instructors or Instructor Candidates or ILS Instructors.

9. Programme, lectures and skill stations

- 9.1 The ILS course must adhere to the standard course programme for either the ILS course or eILS course.
- 9.2 The course materials are provided by Resuscitation Council UK. Course Centres are required to download the course materials from the LMS. Course Centres must ensure they are using the most up-to-date teaching materials.
- 9.3 Limited additional teaching material may be provided by Course Centres on the understanding that it is appropriate and clinically relevant.
- 9.4 It is the responsibility of the Course Director to ensure that all lectures adhere to the philosophy and text of the course manual.
- 9.5 Teaching must follow methods taught on the Resuscitation Council UK Generic Instructor Course or ILS Instructor Course.
- 9.6 Training should be based on standardised simulations provided by Resuscitation Council UK.

10. Assessments

- 10.1 Assessment is continuous and is guided by the assessment forms provided for each core skill (e.g. Airway Assessment, ABCDE and defibrillation).
- 10.2 Copies of the assessment forms must be given to the Candidates with their manual **2 weeks** before the course.
- 10.3 If a Candidate has not met the recognised criteria, their assessment form must be completed and remedial help offered. Candidates must be given a copy of the completed and signed assessment form and Candidates should be re-assessed, ideally by a different Instructor, within a period of **1 month**. The faculty may decide, if appropriate, to facilitate this on the same day as the course, however, this should take place after the course programme has been completed.
- 10.4 Assessment forms can be pre-populated (e.g. i-gel/ manual defibrillation) and given to Candidates pre-course. Candidates can keep these for their portfolio. It is not necessary to complete detailed assessment feedback for every individual, but it is strongly recommended for marginal Candidates. Accurate written records must be maintained by the Course Centre/Director.
- 10.5 Candidates who fail the course cannot appeal through Resuscitation Council UK but should raise any queries with the Course Director who must resolve the issue locally.

11. Recertification as an ILS provider

- 11.1 The ILS certificate is valid for **1 year**. There is no grace period.
- 11.2 ILS Providers may recertify in 2 ways:
 - by successfully undertaking a full ILS/eILS course
 - by successfully completing a half-day ILS Recertification courseCandidates are not permitted to recertify by joining part of a standard **1-day** ILS course.
- 11.3 Candidates may only attend the half-day ILS Recertification course within 1 year of the expiry of their ILS certificate (i.e. within **2 years** from their last ILS course). If more than **2 years** have elapsed since the Candidate's last ILS certification, they can only recertify by attending a full ILS/eILS course.
- 11.4 ALS Providers who hold a current ALS Provider certificate may obtain ILS certification by attending an ILS Recertification course.
- 11.5 The Course Centre must ensure that Candidates receive the ILS manual and assessment forms at least **2 weeks** before the course.
- 11.6 The Course Director is responsible for checking the validity of the Candidates' ILS certificates.
- 11.7 Candidates can be considered for ILS Instructor training if they attend the half-day ILS Recertification course or eILS course.
- 11.8 All Candidates must have a current edition of the ILS manual. If a Candidate does not have a manual, the Course Centre must provide them with a copy of the manual purchased from Resuscitation Council UK.
- 11.9 The ILS recertification course must adhere to the standard ILS Recertification programme.
- 11.10 The same course organisation, lectures/skill stations and assessment regulations for the ILS course apply to the recertification course.
- 11.11 ILS Instructors may not recertify on the ILS Recertification course.

12. ILS Instructor training

- 12.1 Exceptionally able Candidates may be nominated for ILS Instructor training by the faculty.
- 12.2 Recertifying providers can be considered for Instructor Potential, but cannot do so until at least six months has elapsed after their initial Provider certification.
- 12.3 A limited number of places are available on the ILS Instructor course for outstanding ILS Candidates who demonstrate an exceptional aptitude and credibility for teaching.
- 12.4 Selection of Candidates must follow the strict criteria set out in the 'Selection of ILS Instructors' document available on the LMS. It is anticipated that Candidates will rarely meet the selection criteria.
- 12.5 In some instances ILS Instructors can be selected from the Advanced Life Support Course (ALS), the selection of these Candidates should be made using the 'Selection of ILS and PILS Instructors from ALS & EPALS' form.
- 12.6 Details of centres running the ILS Instructor course can be obtained from the RCUK website <https://www.resus.org.uk/training-courses/Instructor-courses/ilsi-immediate-life-support-Instructor-course>
- 12.7 Candidates may contact the ILS Instructor Course Centre directly; Course Centres **must** ensure the Candidate has met the selection criteria and recommended for Instructor Potential status prior to offering them a place.
- 12.8 ILS centres that run the ILS Instructor course may select Candidates for their own courses. They must also be prepared to accept external Candidates from other ILS centres in their locality that do not run the ILS Instructor course.
- 12.9 Candidates must attend the ILS Instructor course within **twelve months** of being nominated.
- 12.10 Following the completion of ILS Instructor course Candidates must complete two teaching practices (i.e. teaching observed by the Course Director and recorded in the Instructor Candidate's Instructor logbook).
- 12.11 Teaching practices must be completed within twelve months of the Candidate's ILS Instructor course. Instructor Candidates cannot undertake their IC placements on recertification courses.
- 12.12 Following successful completion of teaching practices, the Instructor Candidate will be issued their ILS Instructor certificate. The Course Director must complete the faculty list on the LMS and notify Resuscitation Council UK to enable the Instructor's record to be updated and certificate issued for them.
- 12.13 All Instructors will be given RCUK Associate Membership, valid whilst their Instructorship is current.

13. ILS Instructors

- 13.1 Following successful completion of the ILS Instructor course, ILS Instructors should teach on a minimum of **2 courses** per year.

14. Recertification as an ILS Instructor

- 14.1 The ILS Instructor certificate is valid for **4 years**. Recertification involves attending an entire one-day ILS/eILS course and being assessed by the Course Director.
- 14.2 Instructors who fail to recertify within **1 year** of the expiry of their certificate and wish to continue as Instructors are required to successfully complete the ILS Instructor course again.
- 14.3 The Course Director must observe the recertifying Instructor and complete the skills teaching and simulation teaching assessment forms in the Instructor's logbook.

- 14.4 The Course Director must notify Resuscitation Council UK of all successfully recertified Instructors to enable the ILS Instructor database to be updated and new Instructor certificates to be issued.

15. Post-course organisation

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

Appendix 1

The ILS course is appropriate for the following categories of Candidates:

- Doctors – Hospital
- Doctors – Community
- Medical students
- Nurses – Hospital
- Nurses – Community
- Nursing students
- Midwives
- ODPs
- Cardiac Technicians
- Occupational Therapists
- Physiotherapists
- Radiographers
- Resuscitation Training Officers
- Dentists
- Dental Nurses
- Ambulance Technicians / Paramedics
- Healthcare Assistants

(The ILS course will only rarely be appropriate for people from these professions:

- Fire Service Technicians
- Police Officers
- Prison Officers
- Air Stewards
- Other)

Appendix 2

Number of Candidates	Minimum number of core faculty required	Minimum number of ALS Instructors	Minimum number of remaining faculty*
1 to 6	1	1	
7 to 12	2	1	1
13 to 18	3	1	2
19 to 24	4	1	3
24 to 30	5	1	4

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

- Resuscitation Council UK ALS Instructor or Instructor Candidate
- Resuscitation Council UK ILS Instructor