

Reference Guide for ACLS Training Site Coordinators & Medical Directors



Irish Heart Foundation

January 2024

		Developed By
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Approval Date	January 2024	
Revision date	December 2023	To be updated 01/01/25

January 2024

This guide should be used in conjunction with the 'IHF Training Site Administration Manual' along with the '2020 American Heart Association Instructor and Provider Manuals'.

Please note that the details of this document will change over time, so it will be reissued in line with appropriate updates in due course.

ACLS Course - Reference Guide for Coordinators & Medical Directors

DOCUMENT CONTROL

Reference Number	Version 1.2 (Annual Update)	Status Final	Sponsor(s) Brigid Sinnott
Amendments			
Purpose: To outline the policies & guidelines for the administration of ACLS courses for affiliated Irish Heart Foundation Training Sites.			
Scope: This guide contains guidelines and rules for Medical Directors of our ACLS affiliated training sites and ACLS training site coordinators within the Irish Heart Foundation's CPR & ECC Training Programme.			
Approval	Approved		
Date of Issue	01/01/24		
Review Date	01/01/25		
Contact for Review	Celine Mc Phillips ACLS		

Responsible Person	Resus Manager	Page 2	
Name of Policy:	Reference Guide for ACLS Coordinators & Medical Directors	Review date:	01/01/2025

Background and Introduction to ACLS

The ACLS guidelines were first published in 1974 by the American Heart Association, and have been updated in 1980, 1986, 1992, 2000, 2005, 2010, 2015, and most recently in 2020. The chain of survival was first introduced in 1991 as a model of efficiency and synergy in resuscitation efforts. In 1995 the Irish Heart Foundation (IHF) became the first International Training Centre to offer Basic Life Support, Advanced Cardiovascular Life Support and Paediatric Advanced Life Support programmes.

Before 1995, there was no standardised approach to Advanced Cardiovascular Life Support training in Ireland. Over the ensuing years, it has become clear that to improve outcomes from cardiac arrest, systems must be in place. Advanced Cardiovascular Life Support (ACLS) impacts multiple key links in the chain of survival, that include interventions to prevent cardiac arrest, treat cardiac arrest, and improve outcomes of patients who achieve Return of Spontaneous Circulation (ROSC) after cardiac arrest. Resuscitation efforts may be complex and unpredictable. Indeed, a good resuscitation team has been compared to a fine symphony orchestra. The team requires a team leader with broad skills in organisation and performance, and individual team members for specific performance skills. Like an orchestra, all are performing the same piece, polished by practice and experience, with attention to both detail and outcome. There is no excuse for a disorganised or frantic code scene.

Effective management of a patient in cardiac arrest requires this team-based approach with providers who have the knowledge, clinical skills, interpersonal communication skills and leadership skills to perform effectively in a high-stakes environment. This also requires a team leader who can provide oversight of the team, as well as guidance for specific tasks, and maintain a heightened level of situational awareness to avoid fixation on individual aspects of care. Given that team-based skills are different from clinical care skills, specific team and leadership training may have a role in the effective performance of resuscitation teams, and in turn patient outcomes after cardiac arrest.

To maximize learning from Advanced Cardiovascular Life Support training courses, provider candidates should be well prepared before attending. Similarly, instructors have the responsibility of providing an optimal learning environment that will facilitate the acquisition and refinement of skills for motivated trainees.

ACLS Course

Course Overview and Design: (AHA ACLS Instructor Manual 2020)

Scientific evidence has pointed the way toward better content while educational research has led to improved design of the Advanced Cardiovascular Life Support Provider Course (ACLS). Both the design and the content of the AHA ACLS Provider course are evidence based.

The ACLS Provider Course emphasizes three concepts:

- The crucial importance of high-quality CPR and early defibrillation to patient survival
- The integration of effective BLS with ACLS interventions
- The critical importance of effective high-performance team interaction, timing and communication during resuscitation

The course is designed to give students the opportunity to practice and demonstrate proficiency in the following skills used in resuscitation:

- Systematic approach
- High Quality BLS
- Airway Management
- Defibrillation
- Intravenous IV/Intraosseous access IO
- Use of medications
- Cardioversion
- Transcutaneous Pacing
- High Performance Teams

Course Objectives

After successfully completing this course, students should be able to:

- Define systems of care
- Apply the BLS, Primary and Secondary Assessments sequence for a systematic evaluation of all adult patients
- Discuss how the use of rapid response team (RRT) or medical emergency team (MET) may improve patient outcomes
- Discuss early recognition and management of ACS
- Discuss early recognition and management of Stroke
- Recognise and treat bradycardias and tachycardia's that may result in cardiac arrest or complicate resuscitation outcome
- Model effective communication as a member or leader of a high-performance team
- Recognise the impact of team dynamics on overall team performance
- Recognise and perform early management of respiratory arrest
- Recognise Cardiac Arrest
- Perform prompt high quality BLS including prioritizing early chest compressions and integrating the AED
- Perform early management of cardiac arrest until termination of resuscitation or transfer of care, including post-cardiac care
- Evaluate resuscitative efforts during a cardiac arrest through continuous assessment of CPR quality, monitoring the patient's physiologic response and delivering real time feedback to the team.

Variations of ACLS Courses (AHA Instructor Manual 2020)

Educational Design:

The ACLS Course uses a variety of teaching methods and adult learning principles that in some cases will simulate or may actually be a real healthcare setting. From an educational perspective, the closer the simulated emergency is to real life (setting, equipment), the better the transfer of skills. Simulation has been the fundamental educational model for ACLS for more than 20 years. Simulation offers students the opportunity to learn and

practice their cognitive and psychomotor skills before applying them to real patients. There is ample evidence from many disciplines to support the effectiveness of such simulation-based education in improving participant knowledge, skills, team performance, leadership and communication. For this reason, the ACLS course continues to incorporate this model in its design.

The AHA provides a range of experiences to engage different types of students with various learning styles, with a common goal of optimizing performance in real emergencies and saving lives. To maximize student learning and retention, scenarios can be tailored to fit specific locations.

Different course and program formats are available to accommodate the learning needs of individual training of students and offer flexibility for instructors:

- *Instructor led ACLS*
- *Heartcode ACLS*
- *Instructor led ACLS for Experienced Providers*

Instructor Led ACLS Training

- In Instructor led training, precourse preparation is required so that students are prepared for the course at the training site.
- The training coordinator may choose for students to complete online video lessons before class, or may choose to run a traditional ACLS course where all the videos are conducted in class.
- Core concepts are presented online through video lessons, instructor led discussions, and case base scenarios around a manikin
- The instructor coaches students by using a feedback device as they practice CPR and ventilation skills
- The instructor monitors each student demonstrating skills proficiency as outlined in the skill checklist
- Students take an exam to understand the core concepts

Blended Learning Heartcode

A blended-learning course is structured as follows:

- Core Concepts are presented in an online adaptive interactive format using the Heartcode program. The online course is self directed, the student controls the time, place and pacing of instruction.
- After successful completion of the online portion, students print a certificate of completion.
- Students then go to a Training site for the hands on session. If a certificate of pre course completion is not presented on the day of the course the student cannot attend this part 2 segment.

To ensure that students have prepared for the course they must pass the pre-course self-assessment with a score of 70% or higher. After taking the pre-course self-assessment and completing the video lessons, students must print out a copy of their certificate indicating their score on the pre-course self-assessment and completion of all videos and bring it to the class.

JN-1121	ACLS Precourse Self-Assessment and Precourse Work, International English (IVE)	Blended Learning
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For Training sites following the traditional ACLS course programme, students will not complete the pre-course videos, but will need to print their pre-course self-assessment certificate and bring it to class.

JN-1131	IVE ACLS Online Exam for Instructor-led Training
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ACLS Provider Course

Who is this course suited for?

The Advanced Cardiovascular Life Support (ACLS) Provider Course is designed for healthcare providers who direct or participate in the management of cardiopulmonary arrest, or other cardiovascular emergencies.

Course Delivery

Instructor led hands on classroom format reinforces skills proficiency.

Through active participation and instruction in simulated cases, this course will upskill healthcare professionals' knowledge through the emphasis of the three major concepts of ACLS.

Before the course, participants must study the ACLS provider manual, complete the pre-course self-assessment module, and all pre-course work on the student website.

(Depending on the delivery of the course whether it runs with the traditional method where all videos will be shown on the course or whereby the student previews the pre-course work videos prior to attending the course)

The candidates must remediate any gaps in their knowledge by studying the content in the ACLS Provider Manual or supplementary resources. This course normally runs over two days.

ACLS Recertification Course (ACLS Update Course)

Who is this course suited for?

The ACLS Update Course is for students who have a current ACLS Provider certificate and need to update and refresh their ACLS skills.

Course Delivery

This course is primarily focused on skills and competency testing.

This ACLS course has been designed for individuals with **current** ACLS Provider Certification that is due to lapse soon, and who wish to renew their certification.

The recommended renewal period for all ACLS courses is two years, so candidates can only attend this one-day course if they hold a current ACLS Provider certification at the time of attending the course.

NB: ACLS Providers whose certification has lapsed may now attend a recertification course within 3 months of their certification expiry date. Unfortunately, no extension can be given beyond this date for this course.

ACLS Heartcode (Blended Learning)

Who is this course suitable for?

This course is more suited for those who have previously taken the ACLS Provider course.

Clinical experience and previous exposure to cardiac arrest and pre-arrest cases is desired for taking this course. This course is an excellent way of updating and recertifying your ACLS certificate.

Course Delivery:

HeartCode ACLS is the AHA's blended learning delivery method for the AHA's ACLS Course. HeartCode blended learning delivers quality resuscitation education regardless of where providers are geographically located and gives them more control to complete the course at their own pace. Providers first complete the online portion of HeartCode ACLS, and then complete a hands-on skills session with AHA ACLS Instructors in one of our ACLS training sites.

Candidates cannot attend part 2 unless they show a completion certificate for part 1.

With the introduction of the 2020 ACLS Guidelines, the HeartCode course uses a personalised adaptive algorithm that sets students on the most efficient path to mastery. Students follow a continuously adapting learning path that is personalised by their own

inputs: their performance and their self-reported confidence level related to each probing question. The course content is presented in the form of self-directed learning content, probing questions, and Cognitive Assessment Activities (CAAs). Because of the adaptive technology used in these courses, the completion time for the online portion of Heartcode courses varies based on the student's self-assessment, and objective knowledge of the cognitive material.

ACLS Experienced Provider

Who is the course suitable for?

The AHA's ACLS EP Course is designed for those who are proficient in performing BLS and ACLS skills, reading and interpreting ECGs, understanding ACLS pharmacology and who regularly lead or participate in the emergency assessment and treatment of deteriorating patients.

Course Delivery:

The ACLS for Experienced Providers (ACLS EP) Course aims to expand ACLS knowledge beyond the standard primary and secondary survey.

This course aims to improve outcomes in complex cardiovascular, respiratory as well as metabolic and toxicological emergencies amongst others, by expanding on core ACLS guidelines, and encouraging critical thinking and decision-making strategies.

Through instruction and active participation in case-based scenarios, learners enhance their skills in the differential diagnosis and treatment of deteriorating patients. Training sites who run EP courses must review the specific **ACLS EP Course Outline** document before running this course. This document is currently being updated following our National EP instructor course in February.

If you have any questions or queries or would like to introduce some of these courses into your training programme, we would be delighted to offer you support at

resus@irishheart.ie.

Course Notification (to Irish Heart Foundation)

If you are planning an ACLS course, you need to give at **least 3 weeks prior notice**. This allows us time to upload your course details onto our system and facilitates the smooth processing of courses. Please email resus@irishheart.ie with your planned dates and let us know if you wish to have your courses advertised on our website.

If for any reason, your course does not go ahead, please simply email resus@irishheart.ie.

- It is the responsibility of the ACLS Training Site and the course co-ordinator to ensure that all **ACLS faculty** hold **current valid certification** in the appropriate discipline **prior** to conducting the course. Please ensure that all instructors sign the Course Roster form, including their instructor number and card expiry date. Please contact resus@irishheart.ie prior to running your course to check the status of an instructor or medical directors' certification if you are unsure.
- Your **Medical Director's Certification must be in date while directing the course.**

Guidelines 2020

All ACLS Courses must follow G2020 guidelines and must be conducted using the appropriate G2020 ACLS Course timetables, which can be found on the ACLS instructor portal on our website. All courses must follow the instructions and timings directed on the lesson plans.

All videos must be shown as highlighted in the course lesson plans, and as discussed on the ACLS Guidelines workshop, which can be reviewed on our ACLS instructor portal.

<https://irishheart.ie/what-is-cpr/cpr/cpr-instructors-portal-private/>

Password: CPR_instructor

The IHF G2020 workshop & Lesson plans be found on <https://irishheart.ie/what-is-cpr/cpr/cpr-instructors-portal-private/>

Password: CPR_instructor

All course materials (ACLS manuals, Digital videos, instructor manuals, etc) must be the G2020 version. Please do not use old materials, as it will have implications on the certification of the course.

Candidate Pre-Course Requisites

- ACLS courses are appropriate for candidates who manage or participate in cardiac arrests, or cardiovascular emergencies and must be proficient in:
 - **Performing high quality BLS skills,**
 - **Reading and interpreting ECGs,**
 - **Understanding of the ACLS pharmacology**
 - **Performing bag-mask ventilations**
- Candidates must complete all the necessary pre-course work / MCQs online (or the Heartcode Part 1 online) depending on the course they will be attending.
- <https://ihf.eu.learning.laerdal.com/> using the url access code provided by the training site that they are completing the course with.
- To pass the pre-course work the students must score greater than 70%, and to print their pre-course certificate of completion. This certificate should be submitted to the course co-ordinator prior to attending the course. It is important that the candidates have adequate time to prepare for their course; it is recommended that candidates have all materials **at least three weeks prior the course**. It is also important to ensure that candidates log on to their course at least one-week prior to the course date to ensure that they can complete certification without technical problems. Should a technical issue arise from the candidates please email resus@irishheart.ie with a detailed explanation and screenshot of the problem.
- Candidates must hold current BLS for Healthcare Provider certification or equivalent (e.g. CFR Advanced) at time of their ACLS course. Heart saver training alone is **not** adequate for ACLS participation.
- Each candidate must be provided with the most current ACLS course textbook / e-book and this should be available for use before, during and after the course.
- This e- book is already contained in the ACLS Heartcode key.

- Candidates should feel able to complete the physical aspects of the course as required and have informed the course coordinator of any underlying injuries / conditions that may cause them discomfort or concern.

Instructor – Student Ratios

- Maximum instructor – student ratio for ACLS courses is 1 – 3 (2 instructors per station).
- The Medical Director must be present on site for the duration of course.
- If there are over 24 candidates on a course, then in addition to the Medical Director, an ACLS Council Member, Regional Faculty Member or a second Physician Instructor must be present.

Course Completion Requirements (Text AHA Instructor Manual 2020)

Table 10. Skills Testing and Exam Requirements

Skills testing requirements	Exam requirements
Students must successfully pass these skills tests: <ul style="list-style-type: none"> • High-Quality BLS Skills Test • Airway Management Skills Test with OPA/NPA insertion • Learning station competencies • High-Performance Teams: Megacode Test 	Students must score at least 84% on the exam (does not apply to HeartCode students)

- **NB:** Candidate’s skills assessments **must** be completed as part of the specific assessment lessons in the course and **must** not be completed during practice/learning stations.

ACLS Provider Exams

- The G2020 exam (as issued to all ACLS sites in August 2023) with 50 questions should be used for the written exam. The pass rate is 84%.
- There are two versions of the exam C & D, the second of which may be used for remediation if required.
- The written exam is an open book exam, and candidates can use course resources during the exam, but no discussions may take place during exam time.

- Course coordinators must adhere to a strict time limit of 45mins for the written exam. Please refer to lesson plan T5 and T6 instructor manual.

Remediation

If a candidate is unsuccessful, they can only be offered one further opportunity for remediation. This remediation may be done on the day of the course, or within up to six weeks thereafter. If the candidate is unsuccessful once again, they will need to repeat another provider course.

Regarding the MCQs and remediation, if a candidate has not reached 84%, they can be remediated on the questions they missed. If they miss more than two additional questions (i.e. 80% or less) they should be remediated completing the full MCQ exam taking the other version of the exam.

Students must complete all remediation sessions, including tests and skills stations within the 6 weeks of the last day of the original course. **Every student is given the opportunity to remediate.**

For further information on remediation, please refer to your lesson plans page 44 and instructor manual (page 20-21) for steps to successful remediation.

Post Course Student Evaluation

- A course evaluation form must be used on each course to obtain feedback from students on course content, and instructors. This evaluation form should be kept on site for a period of three years and may be reviewed during site visits.
- Training sites should use the evaluation form found in the ACLS folder general paperwork that was sent to all ACLS sites in February 2021, or within the Instructor Manual. If additional local information is required, training sites may use their own evaluation form based on the standard form. Evaluation form can also be found on the ACLS instructor portal on our website.
- <https://irishheart.ie/what-is-cpr/cpr/cpr-instructors-portal-private/>
Password: CPR_instructor

ACLS Medical Directors:

- ACLS Course Medical Directors and Course Coordinators are responsible for quality assurance in the delivery of ACLS training. Medical Directors should also provide guidance and assistance to instructors and candidates as needed during the course.
- ACLS Medical Directors must be in date of their ACLS certification, and have all updates completed before directing ACLS courses.
- It is mandatory that all Medical Directors attend or review IHF workshops.
- Instructors may only proceed to become a Medical Director with the approval of the Irish Heart Foundation. Please email cmcphillips@irishheart.ie
- Medical Directors **must be present on site for the full duration of the ACLS Course and** may also participate in instructing during the course.

Criteria for Role as a Medical Director:

- Must be a currently certified IHF ACLS Instructor.
- Be a Physician Instructor (Senior Registrar level or Consultant level).
- Been a qualified instructor for **at least two years OR taught a minimum of six courses** (which can include the courses on which they observe and are monitored on as part of becoming an ACLS Instructor).
- Instructors who meet the criteria for Medical Director should, with the approval of the Irish Heart Foundation, shadow another Medical Director on a course prior to undertaking the role. It is desirable that Medical Directors should be regularly involved in the management of Cardiac Arrest or deteriorating Patients.
- If a Medical Director needs to be recertified, this can be completed by a regional or national faculty member or another Medical Director.

ACLS Instructor Courses

- ACLS instructor courses are conducted on an annual basis by the Irish Heart Foundation.
- It is important to note that the purpose of the instructor course is to develop a candidate's instructing ability. Potential instructors must have a high level of ACLS

Provider skills ability. Candidates who are nominated by Training Site Co-ordinators for an instructor course must have an established in-depth knowledge of ACLS course content.

- **The use of Instructor Potential (IP) is no longer utilised.**
- Suitable candidates can be nominated by an ACLS training site. It is the responsibility of the training site to ensure that they can support their selected instructor candidate on their journey, including shadowing and being monitored on courses.
- All ACLS sites may nominate candidates. Each year an email will go to training sites inviting expressions of interest prior to running an ACLS instructor Course. All communications will be made through the training site co-ordinator.
- Places will be prioritised in accordance with the training site's requirements. A second course may be offered at a later stage in the year if demand for spaces is high.

Post ACLS Instructor Course Requisites

- Following successful completion of the ACLS Instructor Course, it is compulsory for all new Instructor Candidates (I.C.) to attend a (2-day ACLS Provider Courses) as a supernumerary instructor, to observe and assist. During this initial course, they should attend all stations, and should learn from faculty as much as possible. Please remember that observing Instructor Candidates are **supernumerary** to the instructor – student ratio for the course.
- The I.C. must also attend a second 2-day ACLS Provider Course, during which the I.C. is monitored instructing throughout the course. The I.C. is again not included in instructor-student ratio but must sign the course roster for attendance purpose.
- Please note there should be a maximum of one new instructor candidate being monitored per station. (For example, 3 stations, 3 instructor candidates, 2 stations 2 instructor candidates). There is no limit to the number of observing instructor candidates for an ACLS Provider Course. However, please be mindful of not creating an intimidating environment for either the I.C.s, or the ACLS Provider candidates.
- These compulsory shadowing and monitored courses may be counted towards the overall four courses that are required to be eligible for recertification as an

instructor.

- Extensions for instructor monitoring and recertification can only be given by the Irish Heart Foundation. Please contact cmcphillips@irishheart.ie to discuss any concerns. Extensions should be requested before certificate expiry date.

Instructor Monitoring & Renewals

- Instructor certification is for two years and expires at the end of the month two years from the date of the initial instructor course for new instructors, or the last renewal date for recertified instructors. Instructors should complete recertification before current certification lapses.
- Certified ACLS Instructors may teach in any of the Irish Heart Foundation affiliated training sites.
- ACLS instructor monitoring/renewals must be conducted by in-date certified Medical Directors, ACLS Council Members or Regional Faculty Members during an ACLS course. *(This is the current practice and under review, should changes be made to the instructor monitoring process all sites will be contacted and a workshop will take place to ensure every training site is confident about the procedure. Council and AHA are working in collaboration to ensure high quality assurance is maintained during the monitoring process).*
- During initial monitoring of an instructor, please complete the Instructor Monitoring Form (**Appendix 2**). This form can also be found on the instructor portal of our website. <https://irishheart.ie/what-is-cpr/cpr/cpr-instructors-portal-private/>
Password: CPR_instructor
- For Instructor recertification, a monitor and instructor renewal Checklist form (**Appendix 3**) should be completed. This form can also be found on the instructor portal of our website. <https://irishheart.ie/what-is-cpr/cpr/cpr-instructors-portal-private/>
Password: CPR_instructor
- Please email these forms to resus@irishheart.ie within 30 days of completion. Once documentation has been processed and verified, an instructor card will be issued electronically directly to the instructor.

- Initial monitoring of new instructors (including those applying for reciprocity) can only be done on a standard 2-day ACLS Provider Course.
- Instructor recertification monitoring can be performed on any ACLS courses (Heartcode, ACLS Provider or Renewal).
- Instructors must teach a minimum of four ACLS Provider Courses within the preceding two-year period to be eligible to recertify. These courses must be completed prior to instructor expiry date.
- For an ACLS Instructor to be recertified, the following must be completed:
 - Provider skills, including CPR/AED and Megacode, must be successfully demonstrated,
 - ACLS Provider exam must be completed successfully,
 - Dates and venues of four ACLS Provider courses taught since last recertification must be provided,
 - Successful completed monitoring while instructing on an appropriate course,
 - Certificate of guidelines updates, and attendance at relevant workshops held by IHF must be provided.
- ACLS EP Instructors who are recertifying must maintain ACLS Instructor status as above, with **a minimum of at least one** of the required four provider courses taught being an ACLS EP course.
- A maximum of three new instructors can be monitored teaching on an ACLS Provider course.
- There is no limit to the number of ACLS Instructor recertification's which can be done on an ACLS Provider Course.

Instructor Reciprocity

- European Resuscitation Council (ERC) Advanced Life Support (ALS) instructors and AHA ACLS instructors (certified by another AHA International Training Centre, (ITC)) may gain reciprocity to instruct in Ireland, but must be currently certified, and must make contact directly with the Irish Heart Foundation for approval to complete the process.

- Instructors seeking reciprocity must complete the AHA reciprocity form, and must provide copies of their instructor certification, and previous training records. (Please email resus@irishheart.ie).
- Instructors can only proceed to gain reciprocity with the prior approval of the Irish Heart Foundation. Following approval these candidates must be observed teaching on an ACLS course, and then monitored successfully before they will receive instructor status.
- Such instructors must provide copies of their instructor certification, previous training records and completed reciprocity form to the IHF.
- Monitoring to verify reciprocity must be completed within 6 months of approval by the IHF, and before current instructor certification lapses.
- Unfortunately, the programme is currently unable to provide reciprocity to instructors from alternative courses to those listed above.

AHA Instructors seeking reciprocity:

- ACLS instructors from other AHA approved International Training Centre (I.T.C.) must request that a copy of their training records be forwarded to the Irish Heart Foundation by completing the ***Instructor Records Transfer Request form*** (which can be requested from resus@irishheart.ie). The completed form should be emailed to the Irish Heart Foundation for completion. This form should then be forwarded by the instructor to their previous ITC.
- Following receipt of all information and approval by the I.H.F., an ACLS instructor can proceed to complete observation as a supernumerary instructor on a two-day ACLS Provider Course, followed by being monitored on a second standard two-day ACLS Provider Course.

European Resuscitation Council (E.R.C.) ALS Instructors:

- ALS Instructors must also send on a copy of their certification and training records from their previous training organisation and following I.H.F. approval can then proceed as an ACLS Instructor Candidate. This means that they will be required to complete observation as a supernumerary instructor on a two-day ACLS Provider

Course, followed by being monitored on a second standard two-day ACLS Provider Course.

Please remember to refer any interested AHA ACLS or ALS Instructors directly to the Irish Heart Foundation for approval to gain reciprocity **prior** to attending a course.

Post Course Paperwork to IHF

Post Course paperwork for all ACLS courses must be submitted to the Irish Heart Foundation by email within 30 days of completion of the course and must include the following information:

- Course Roster Sheet (**Appendix 4**). Please ensure that all instructors and Medical Directors sign the course roster sheet with their ACLS Certificate ID number. This form can be found in the instructor portal

- <https://irishheart.ie/what-is-cpr/cpr/cpr-instructors-portal-private/>

Password: CPR_instructor

For ILT courses please forward the **Excel CSV file** in order to complete the certification process. This form can be found in the instructor portal. Please use a clean CSV file for each course.

- <https://irishheart.ie/what-is-cpr/cpr/cpr-instructors-portal-private/>

Password: CPR_instructor

Please take care when completing this form as the name will be completed on certificate in exactly the same format as on excel sheet and will be delivered electronically to that email address.

- Instructor candidates observing or being monitored on the course should also sign the course roster.

- Course Attendee Sheet / Result Sheet (**Appendix 4**)

Please ensure that candidates sign this sheet to comply with GDPR. Please take care when completing this form with results, a **pass result** once entered on the learning platform will automatically send electronic certificate to students email address.

Copy of this form can also be obtained on our instructor portal:

- <https://irishheart.ie/what-is-cpr/cpr/cpr-instructors-portal-private/>

Password: CPR_instructor

- Course Timetable (including designated stations & appropriate timings as per guidelines 2020 lessons plans, with faculty allocated for each station/lesson).
- Course Checklist quality assurance tool to ensure correct paperwork submitted.

- It is the responsibility of the Training Site coordinator to ensure that all data and information provided to the I.H.F. is current and accurate.
- Training Sites are required to retain all course records for a period of three years from the date of the course. Summary information for each course may be retained, however this should include the written exam answer sheet and skills assessment sheets for any candidate(s) that required remediation, or who did not successfully complete the course. Original student evaluations of the course should be retained, particularly if there were problems noted during the course. Please note your local policy may require you to keep the paperwork for a longer period.

Please refer to the *Reference Guide for Training Site Coordinators* for further information regarding managing training records.

This Guide can be requested from resus@irishheart.ie and is also available on the [IHF instructor portal](#).

- Please refer to the ACLS instructor portal for all course Paperwork.

<https://irishheart.ie/what-is-cpr/cpr/cpr-instructors-portal-private/>

Password: CPR_instructor

Course Completion Cards (e- certs)

- Once ACLS paperwork has been verified as complete, ACLS Course Completion e - certs are distributed by the IHF electronically from the Laerdal Learning Platform and issued directly to the ACLS candidate within 30 working days.
- If there is outstanding paperwork identified, an email will be sent to the training site. Unfortunately, a course cannot be processed until all paperwork is received and validated.
- All course completion cards are valid for a period of 2 years through the end of the month in which the card was issued. The expiry date will be printed on course completion cards.
- If a candidate has mislaid their course completion card, an electronic copy of the card can be reissued by the Training Site coordinator from the Laerdal Learning Platform.

Please contact us with any queries in relation to our ACLS programmes (email us at resus@irishheart.ie).

We look forward to supporting you and would like to take this opportunity to thank you for your hard work and efforts, as we continue to improve our ACLS programme.

Visit [Irishheart.ie](https://www.irishheart.ie)

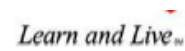
Appendix 1: Frequently asked Questions

Please refer to our workshop on our website under ACLS (this can be found at 1.00hr segment).

Link: <https://irishheart.ie/what-is-cpr/cpr/cpr-instructors-portal-private/>

Password: CPR_instructor

Appendix 2:



Irish Heart Foundation / American Heart Association Emergency Cardiovascular Care Program
Instructor Monitor Form 2022

By listing your name and email address below, instructors agree to the Irish Heart Foundation processing your IHF/ AHA instructor certification details on the secure IHF & Laerdal Learning Platform (<https://ihf.eu.learning.laerdal.com/>) and our secure database for up to 5 years after the date of your instructor certification. The information will be used to certify instructors and issue electronic IHF/AHA ACLS, BLS or Heartsaver instructor certificates via email. Anonymous statistical data in relation to this programme may be shared with our programme partners, American Heart Association and Laerdal Medical, for reporting and analysis purposes. If you have any requests concerning your personal information or any queries with regard to our processing, please contact resus@irishheart.ie or visit <https://irishheart.ie/privacy-policy/>. IHF may also need to contact you by phone in relation to your CPR training during your certification as an IHF instructor – please provide details of a preferred phone number which will be processed on our secure database and will not be shared by us with any 3rd parties.

I confirm that I have read the above statement and consent to my instructor certification information being processed on the LP and IHF database

I can confirm that I have no prior or pending convictions, which would bring the Irish Heart Foundation into disrepute or potentially impact any of the candidates who I would be teaching in my classes.

Instructor Name: _____

Instructor Email Address: _____

Instructor Phone Number: _____

Instructor IHF Number: _____

Requested Discipline(s): Heartsaver AED BLS ACLS
 Heartsaver AED & CFR C BLS & CFR C ACLS EP

Primary IHF-Affiliated Training Site: _____

Reason for monitoring: Initial Monitoring
 Initial Course TC & Date: _____

Recertification
 Instructor card Expiration Date: _____

Remediation after unsuccessful monitoring
 Previous Monitor Date _____
 Previously Monitored By _____

Name of Reviewer: _____ Reviewer IHF Number: _____

Reviewer's Status: BLS Faculty ACLS Medical Director ACLS Faculty

Name of Course Taught (E.G. BLS Provider Course): _____

Introduces objectives/outline					
Covers core content following outline consistent with AHA guidelines					
Summarizes key information					
Demonstrates mastery of course content/ ability to respond to student questions					
Demonstrates willingness and ability to demonstrate skills (when applicable)					
Allows adequate time for skills practice					
Uses interactive teaching style/encourages student participation					
Manages time effectively (begins/ends on time, avoids digression from key points)					
Provides effective and ongoing feedback to students					
Demonstrates professionalism (appropriate attire, use of terminology, etc)					
Evaluation Effectiveness					
Uses performance checklists (as available)					
Evaluates fairly, using current AHA guidelines and materials					
Provides or recommends appropriate remediation					
Materials/Equipment					
Uses equipment that is clean and in good working order					
Uses appropriate standard (universal) precautions whenever applicable					
Uses current AHA materials (video, tool kit, etc) to deliver content					
All students are using appropriate AHA textbook					
Refers to AHA textbook during teaching and/or evaluation feedback					
Demonstrates ability to use and troubleshoot audiovisual equipment					

Signatures/Recommendations
 Reviewer's Recommendations/Comments: Do you recommend new/renewal of Instructor status for this Instructor Candidate/Instructor? If no, please summarize your rationale and provide recommendations for remediation (please attach additional comments as needed) Yes No

Appendix 3:



Updated January 2022

IHF Instructor Renewal Checklist Form 2022
(Recertifying instructors only)

This checklist should be used to document successful completion of IHF instructor renewal requirements and to update instructor contact information. Faculty members should securely store a copy of the completed form (physical or electronic) at the Training Site where the renewal is completed. The checklist and accompanying monitoring form should be forwarded to the IHF within **30 days of completion of the renewal**. Paperwork should be scanned and emailed to resus@irishheart.ie so that instructor certification can be processed in a timely fashion.

Instructor Information

Instructor Name: _____

Serial Number: _____

If you are applying for PHECC CFR Community Instructor certification, the IHF Resus Dept will need to post your PHECC CFR instructor certificate to you directly by post – please provide details of your postal address **only if you are seeking CFR Community Instructor certification**. Your address will be processed on our secure database during your certification as an IHF instructor and will not be shared by us with any 3rd parties.

Postal Address: _____

Renewal Checklist

- Provider Skills Successfully Demonstrated Date: _____
- Monitor Form completed & signed by faculty & instructor candidate
- 2020 AHA Guidelines Update Completed
- At least four AHA provider courses taught in the past two years

(List details below, including dates of CFR modules for Dual CFR Instructor Certification)

Course Type	Date	IHF Affiliated Training Site

Appendix 4:

IRISH HEART FOUNDATION CPR & ECC TRAINING PROGRAMME ACLS COURSE REGISTRATION FORM 2020



Course Information

ACLS Provider Course IHF Training Site _____

Heartcode ACLS Course County _____

ACLS Recertification Course Medical Director _____

ACLS EP Provider Course MD Instructor Number _____

Course Date(s) _____ MD Certification EXP Date _____

ACLS Instructors

Instructor Name	Instructor Number	Instructor Certification EXP Date	Instructor Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

I verify that this information is accurate and truthful and that it may be confirmed. I also verify that students on this course were made aware of the IHF & Laerdal Learning Platform Fair Processing Notice in order to receive their electronic ACLS course completion certificate. This course was taught in accordance with IHF/AHA guidelines.

Signature of Course Coordinator Date

ACLS Reference Guide for Training Site Coordinators & Medical Directors 2024

Course date(s): _____

Fair Processing Notice - By listing their name and email address below, students agree to the Irish Heart Foundation retaining their details on the secure IHF & Laerdal Learning Platform (<https://lfl.eu/learning/laerdal.com>) for up to 5 years after the date of course registration. The information will be used to contact students in relation to their electronic IHF/AHA ACLS course completion certificate. Anonymous statistical data in relation to this programme may be shared with our programme partners, American Heart Association and Laerdal Medical, for reporting and analysis purposes. If you have any requests concerning your personal information or any queries with regard to our processing, please contact resus@irishheart.ie or visit <https://irishheart.ie/privacy-policy/>.

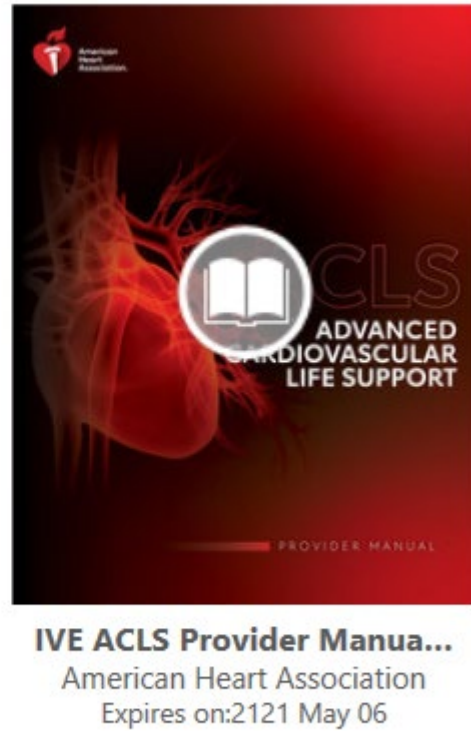
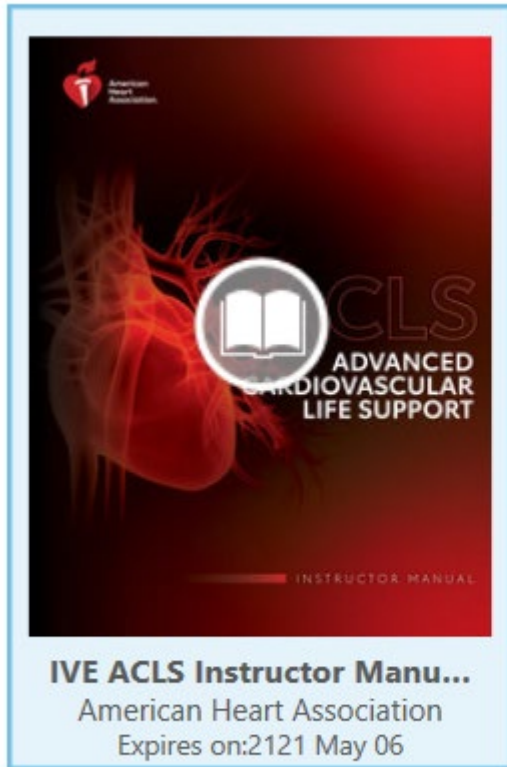
Student name, email address & certification information are uploaded by Training Sites to IHF/Laerdal Learning Platform – you will receive your ACLS ecard by email from Laerdal	Pre Course MCQ (Pass 9%/ R-Pass 8%/ NYC)	Part 1 Cert (Heartcode ACLS)	BLS (Pass/ R-Pass/ NYC)	Post MCQ (Pass 9%/ R-Pass 8/ NYC)	Megacode (Pass/ R-Pass/ NYC)	Overall Result (Pass/ NYC)
1. Name: 1. Email address to send ecard to:						
2. Name: 2. Email address to send ecard to:						
3. Name: 3. Email address to send ecard to:						
4. Name: 4. Email address to send ecard to:						
5. Name: 5. Email address to send ecard to:						
6. Name: 6. Email address to send ecard to:						

Irish Heart Foundation, 17-19 Rathmines Road Lower, Rathmines, Dublin 6, D06 C780 | Phone: 01 668 3003 | Email: resus@irishheart.ie | www.irishheart.ie

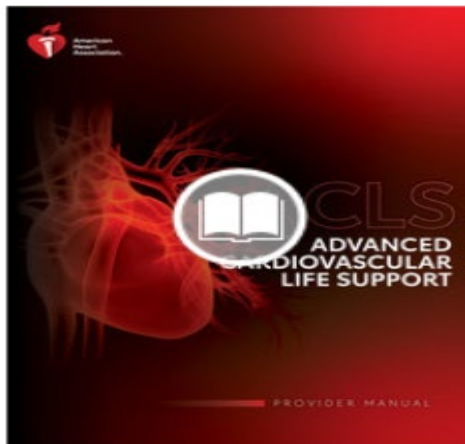
ACLS Course Registration Form 2020

Appendix 5:

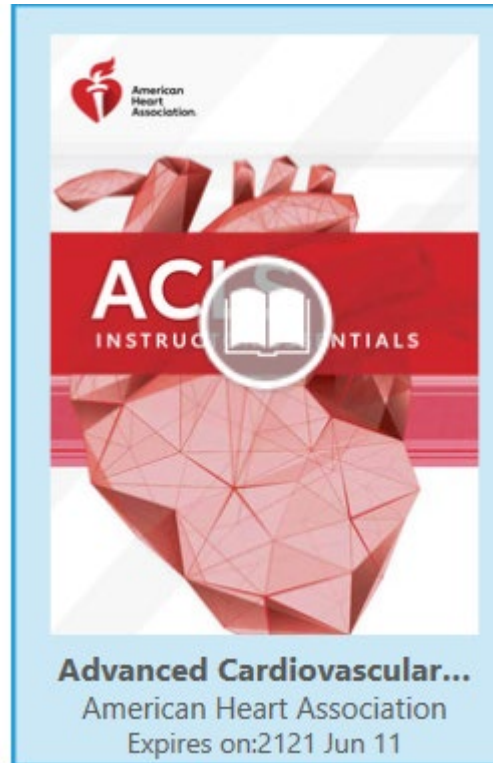
ACLS Course Materials all taken from the LLP



Videos (4)



ACLS Course Digital Videos
American Heart Association
Expires on: 2121 May 06



Advanced Cardiovascular...
American Heart Association
Expires on: 2121 Jun 11