Singapore Resuscitation and First Aid Council

REFERENCE GUIDE

for

Basic Cardiac Life Support with Automated External Defibrillator (BCLS+AED)

Training Centre/Instructor-Training Centre (TC/ITC)

Aims and Objectives

To set up and maintain a consistent standard of teaching the BCLS+AED Provider/Instructor courses by accreditation of Training Centres/Instructor-Training Centres (TCs/ITCs) to achieve the following objectives:

➤ To ensure the TCs/ITCs are teaching the Provider/Instructor courses according to SRFAC's published guidelines (ie. resuscitation guidelines published in Singapore Medical Journal authored by SRFAC - https://srfac.sg/public-information/#tab-id-2).

➤ To ensure that course Instructors/Instructor-Trainers maintain their competency in the teaching of Provider/Instructor courses.

1) Accreditation Process

a. **Audit Fee for renewal accreditation**: **S$540 (inclusive of 8% GST) per audit**, payable upon completion of audit application. Training centre which fails the first audit is required to pay for each subsequent audit. **Institutions under SingHealth only need to pay S$500 (without GST) due to Group GST Registration**.

b. Audit fee payment is **by bank transfer only** - https://srfac.sg/public-information/. SRFAC will inform to make payment for the audit fee after auditors have been confirmed.

c. Audit will not proceed and the audit fee forfeited, if:
    i. the class is cancelled without informing SRFAC at least 1 week in advance
    ii. the class does not start within 30 minutes from the stated commencement time

d. There should be **at least 3 learners to form a class for the accreditation audit**. A mock class (comprising of internal staff/instructors) is only allowed for the initial accreditation audit while SRFAC expect actual classes to be mounted for renewal accreditation audits.

e. TC/ITC **must inform SRFAC** if the courses schedule for audits are:

      i. Conducted at venues other than the main address listed on SRFAC web directory; **and/or**

      ii. Conducted online (ie. via Zoom/MS Teams or self-learning platforms); **and/or**

      iii. Conducted intermittently (ie. 1 course spread over several weekends or over several half-days).

f. For Training Centres (TCs)and Instructor Training Centres (ITCs) seeking **renewal** accreditation status:

      i. Once the accreditation status has expired, TC/ITC seeking renewal of accreditation shall continuously furnish SRFAC with all the dates of planned and confirmed courses for the purpose of facilitating accreditation audit sessions (matching with our auditors' availability). Any courses conducted outside of the submitted dates for accreditation audit will be considered as **invalid**.

      ii. Provider TCs will need to provide **1 date when seeking new accreditation** and **3 dates for renewal accreditation**. ITCs seeking new or renewal accreditation will need to provide **1 date for new or renewal accreditation**.

      iii. It is recommended to start the renewal accreditation application **3 months before its expiry**.

g. There is a processing period of **at least 4 weeks from the date of application (based on complete submission of required documents via SRFAC website) to the earliest audit date provided**.

h. For **Training Centres (TCs)** and **Instructor Training Centres (ITCs)** seeking **new** accreditation status:

      i. TC/ITC must have a registered web account with SRFAC (https://srfac.sg).

      ii. Has a ready pool of Chief Instructor(s) and Instructors for the relevant courses.

      iii. TC/ITC should prepare and present the following:

            1. Course syllabus outline and programme schedule (time-table)

            2. Learner's manual and training slides (if applicable, to provide e-learning content via login access/web-link)

            3. Sample of Attendance list (with course reference number)

            4. Sample of Learners' Theory and practical assessment papers

            5. Sample of Learners' Evaluation forms

            6. Template for recording of Issued certificates

            7. Template for recording learner's expiring certificate (to validate entry for refresher course)

            8. Template for recording of disinfection/maintenance of manikins and training equipment

i. For **Training Centres (TCs)** and **Instructor Training Centres (ITCs)** seeking **renewal** accreditation status:

    i. TC should have conducted at least 3 courses per year. ITC should have conducted at least 1 course per year.

    ii. Course reference numbers of the training records of the courses conducted since the last accreditation audit will be recorded (1 course per year) – Randomly selected by Auditors and checked on-site.

    iii. TC/ITC should maintain the following records dating from the last accreditation audit:

        1. Course syllabus outline and programme schedule (time-table)
        2. Learner's manual and training slides
        3. Attendance lists (with course reference number)
        4. Learners' Theory and practical assessment papers
        5. Learners' Evaluation forms
        6. Record of Issued certificates
        7. Record of learner's expiring certificate (to validate entry for refresher course)
        8. Record of disinfection/maintenance of manikins and training equipment

j. Accreditation status is **non-transferrable**.

k. Upon a successful accreditation audit, the accreditation validity will be **2 years from the date of audit (for new accreditation)** or **2 years from the date of current expiry date (for renewal accreditation)**.

l. Accreditation status which has lapsed for more than 6 months will be de-listed from the SRFAC website directory.

m. Any new courses that seek to be part of SRFAC's accredited list of courses should have the following submitted to SRFAC for review (at least 9 months prior to intended launch):

    i. Complete syllabus outline and training materials

    ii. Practical assessment checklists and theory assessment question papers

    iii. Teaching faculty qualifications and relevant experience

    iv. Target audience and the proposed entry and renewal criteria

    v. Training equipment (ie. manikins, defibrillators, etc)

2) Instructing Faculty and Provider Entry and Renewal Criteria

Program Director	
Role	• Ensure proper administration of the course (ie. scheduling of courses and instructing faculty; and documentation/keeping of training records). • Works with the Chief Instructor(s) to ensure that the course content is updated and in-line with SRFAC guidelines. • Ensure that logistical needs of the course are met.

Entry	• Appointment letter from the accredited Training Centre's management.
Renewal	• Possess a non-expired Provider (according to course type) certificate (or higher, ie.
Certification Validity	Instructor). Relevant records are subjected to audits by SRFAC.

Provider	
Entry	• Physically healthy and able to complete course objectives.
Renewal	• Completes a re-certification course **within 3 months of expiry**. Acceptance of an expired Provider certificate for operational needs will be at the discretion of the employing organization. • **If lapsed more than 3 months from expiry** – restart, see entry criteria.
Certification Validity	• A Provider certificate **valid for 2 years from date of course completion** can be issued by the Training Centre. Relevant records are subjected to audits by SRFAC.

Floor Instructor	
Role	• Conduct theory and practical training and assessment according to the respective guidelines set by SRFAC. • Complies with existing safety and health measures implemented by the Training Centre (TC). • Ensures the safety and well-being of Learners.
Entry	• **BCLS+AED Instructor:** - Possess a non-expired BCLS+AED Provider certificate. - Attends the BCLS+AED Instructor course and fulfil 2 supervised BCLS+AED teaching attachments with any accredited BCLS+AED Training Centre within 6 months of the BCLS+AED Instructor course completion. - Initial Instructor certificate to be issued by the conducting BCLS+AED Instructor Training Centre (ITC) upon confirmation of 2 completed supervised teaching attachments with 6 months. • **CPR(Hands-Only)+AED Instructor:** - Possess a non-expired BCLS+AED or CPR(Hands-Only)+AED Provider certificate. - Attends the CPR(Hands-Only)+AED Instructor course and fulfil 2 supervised CPR(Hands-Only)+AED teaching attachments with any accredited CPR(Hands-Only) Training Centre within 6 months of the CPR(Hands-Only) Instructor course completion. - Initial Instructor certificate to be issued by the conducting CPR(Hands-Only)+AED Instructor Training Centre (ITC) upon confirmation of 2 completed supervised teaching attachments with 6 months.
Renewal	• **For BCLS+AED Instructor:** - Conducts at least 2 BCLS+AED Provider course per year as a BCLS+AED Instructor. - **If lapsed within 12 months from expiry** – to complete 2 supervised BCLS+AED Instructor attachment within 12 months from the stated expiry date. New validity will start from the date of last attachment. - **If lapsed more than 12 months from expiry** – restart, see entry criteria. • **For CPR(Hands-Only)+AED Instructor:** - Conducts at least 2 CPR(Hands-Only)+AED Provider course per year as a CPR(Hands-Only)+AED Instructor. - **If lapsed within 12 months from expiry** – to complete 2 supervised CPR(Hands-Only)+AED Instructor attachment within 12 months from the stated expiry date. New validity will start from the date of last attachment. - **If lapsed more than 12 months from expiry** – restart, see entry criteria.
Certification Validity	• An Instructor certificate is valid for 2 years and can be issued by the Training Centre which engages the Instructor who have fulfilled the renewal criteria.

Chief Instructor (CI)

Role	• Works with the Program Director to ensure that the course content is updated and in-line with SRFAC guidelines. • Complies with existing safety and health measures implemented by the Training Centre (TC). • Ensures the safety and well-being of Learners and Instructors. • May function as an Instructor (Chief Instructor may also "double-up" as an Instructor if class does not exceed 2 practical groups). • Supervise and mentor Instructors. • Ensure that Learners are assessed fairly, address issues raised by learners/Instructors and facilitate improvements to the course. • Ensure that the logistical needs of the course are met.

Entry	• **For BCLS+AED Chief Instructor:**
	  - An active BCLS+AED Instructor for the **past 4 years or equivalent**.
	  - Recommendation by 1 BCLS+AED Chief Instructor **AND** Program Director of BCLS+AED Training Centre (TC).
	• **For CPR(Hands-Only)+AED Chief Instructor:**
	  - An active BCLS+AED/CPR(Hands-Only)+AED Instructor for the **past 4 years or equivalent**.
	  - Recommendation by 1 BCLS+AED/CPR(Hands-Only)+AED Chief Instructor **AND** Program Director of BCLS+AED/CPR(Hands-Only)+AED Training Centre (TC).

Renewal	• **For BCLS+AED Chief Instructor:**
	  - Conducts at least 2 BCLS+AED Provider course per year as an BCLS+AED Chief Instructor.
	  - Renewal letter from Program Director of BCLS+AED Training Centre (TC).
	  - **If lapsed within 12 months from expiry** – to complete 1 supervised BCLS+AED Chief Instructor attachment within 12 months from the stated expiry date. New validity will start from the date of last attachment.
	  - **If lapsed more than 12 months from expiry** – restart, see entry criteria.
	• **For CPR(Hands-Only)+AED Chief Instructor:**
	  - Conducts at least 2 CPR(Hands-Only)+AED Provider course per year as a CPR(Hands-Only)+AED Chief Instructor.
	  - Renewal letter from the Program Director of BCLS+AED/CPR(Hands-Only)+AED Training Centre (TC).
	• **If lapsed within 12 months from expiry** – to complete 1 supervised Chief Instructor attachment within 12 months from the stated expiry date. New validity will start from the date of last attachment.
	• **If lapsed more than 12 months from expiry** – restart, see entry criteria.

Certification Validity	• A Chief Instructor status (no certificate is issued by SRFAC) is valid for 2 years and will be displayed on SRFAC's web directory.

Instructor-Trainer (IT)

Role	• Conduct theory and practical training and assessment according to the respective guidelines set by SRFAC • Complies with existing safety and health measures implemented by the Instructor Training Centre (ITC). • Ensures the safety and well-being of Learners (Trainee-Instructors).

Entry	• **For BCLS+AED Instructor-Trainer:**
	  - An active BCLS+AED Instructor for the **past 4 years or equivalent**.
	  - Completes 1 BCLS+AED Instructor-Trainer (IT) attachment with any accredited BCLS+AED Instructor-Training Centre (ITC).
	• **For CPR(Hands-Only)+AED Instructor-Trainer:**
	  - An active BCLS+AED/CPR(Hands-Only)+AED Instructor for the **past 4 years or equivalent**.

	- Completes 1 CPR(Hands-Only)+AED Instructor-Trainer (IT) attachment with any accredited BCLS+AED/CPR(Hands-Only)+AED Instructor-Training Centre (ITC).
Renewal	• **For BCLS+AED Instructor-Trainer:** - Conducts at least 1 BCLS+AED Provider course per year as a BCLS+AED Instructor. - **If lapsed within 12 months from expiry** – to complete 1 supervised BCLS+AED Instructor-Trainer attachment within 12 months from the stated expiry date. New validity will start from the date of last attachment. - **If lapsed more than 12 months from expiry** – restart, see entry criteria. • **For CPR(Hands-Only)+AED Instructor-Trainer:** - Conducts at least 1 CPR(Hands-Only)+AED Provider course per year as a CPR(Hands-Only)+AED Instructor-Instructor. - **If lapsed within 12 months from expiry** – to complete 1 supervised CPR(Hands-Only)+AED Instructor-Trainer attachment within 12 months from the stated expiry date. New validity will start from the date of last attachment. - **If lapsed more than 12 months from expiry** – restart, see entry criteria.
Certification Validity	• An Instructor-Trainer status (no certificate is issued by SRFAC) is valid for 2 years and will be displayed on SRFAC's web directory.

Chief Instructor-Trainer (CIT)	
Role	• May function as an Instructor-Trainer (Chief Instructor-Trainer may also "double-up" as an Instructor-Trainer if class does not exceed 2 practical groups). • Ensures the safety and well-being of Learners (Trainee-Instructors) and Instructor-Trainers. • Supervise and mentor Instructor-Trainers. • Ensure that the course content is updated and in-line with SRFAC guidelines. • Ensure that Learners (Trainee-Instructors) are assessed fairly, address issues raised by Learners/Instructors and facilitate improvements to the course.
Entry	• **For BCLS+AED Chief Instructor-Trainer:** - An active BCLS+AED Instructor-Trainer for the **past 4 years or equivalent**. - Completes 1 BCLS+AED Chief Instructor-Trainer (IT) attachment with any accredited BCLS+AED Instructor-Training Centre (ITC). - Recommendation by 1 BCLS+AED Chief Instructor **AND** Program Director of BCLS+AED Instructor Training Centre (ITC). • **For CPR(Hands-Only)+AED Chief Instructor-Trainer:** - An active BCLS+AED/CPR(Hands-Only)+AED Instructor-Trainer for the **past 4 years or equivalent**. - Completes 1 CPR(Hands-Only)+AED Chief Instructor-Trainer (CIT) attachment with any accredited BCLS+AED/CPR(Hands-Only)+AED Instructor-Training Centre (ITC). - Recommendation by 1 BCLS+AED Chief Instructor-Trainer **AND** Program Director of BCLS+AED/CPR(Hands-Only)+AED Instructor Training Centre (ITC).
Renewal	• **For BCLS+AED Chief Instructor-Trainer:** - Conducts at least 1 BCLS+AED Instructor course per year as an BCLS+AED Chief Instructor-Trainer. - Renewal letter from Program Director of BCLS+AED Instructor-Training Centre (ITC). - **If lapsed within 12 months from expiry** – to complete 1 supervised BCLS+AED Chief Instructor attachment within 12 months from the stated expiry date. New validity will start from the date of last attachment. - **If lapsed more than 12 months from expiry** – restart, see entry criteria. • **For CPR(Hands-Only)+AED Chief Instructor-Trainer:** - Conducts at least 1 CPR(Hands-Only)+AED Provider course per year as a CPR(Hands-Only)+AED Chief Instructor.

	- Renewal letter from the Program Director of BCLS+AED/CPR(Hands-Only)+AED Instructor Training Centre (ITC). • **If lapsed within 12 months from expiry** – to complete 1 supervised Chief Instructor-Trainer attachment within 12 months from the stated expiry date. New validity will start from the date of last attachment. • **If lapsed more than 12 months from expiry** – restart, see entry criteria.
Certification Validity	• A Chief Instructor-Trainer status (no certificate is issued by SRFAC) is valid for 2 years and will be displayed on SRFAC's web directory.

Auditor	
Role	• Represent SRFAC to audit Training Centre/Instructor Training Centre applying for BCLS+AED/CPR+AED accreditation • Review and provide feedback on BCLS+AED/CPR(Hands-Only)+AED accreditation-related matters • Assist in engagement sessions organized by SRFAC; eg. Updates, workshops, etc
Entry	• Invitation by SRFAC OR recommendation by 1 Auditor. • **For BCLS+AED TC Auditors:** Active BCLS+AED Chief Instructor for **the past 4 years or equivalent**. • **For BCLS+AED ITC Auditors:** Active BCLS+AED Chief Instructor-Trainer for **the past 4 years or equivalent**. • Completes 1 Auditor attachment with existing Auditors other than the recommending Auditor.
Renewal	• Conducts at least 1 SRFAC assigned audits per year. • **For BCLS+AED TC Auditor:** Maintains a **current BCLS+AED Chief Instructor** status. • **For BCLS+AED ITC Auditor:** Maintains a **current BCLS+AED Chief Instructor-Trainer** status. • **If lapsed within 12 months from expiry** - to fulfil 1 Auditor attachment within 12 months from expiry (does not count towards their yearly quota). New validity will start from the date of last attachment.
Certification Validity	• The Auditor status is valid for up to 5 years

3) Program and Content

a. During the Provider/Instructor course, the default Instructor-to-Manikin-to-Learner ratio is **1:1:4**. However, SRFAC will allow BCLS+AED/CPR+AED course Training Centres and Instructor Training Centres to cater 1 Instructor and 2 manikins with up-to 6 learners **(1:2:6)** for manikin-related hands-on (ie. CPR with AED, unconscious choking relief) if there are sufficient manikins to support; **AND**, Instructors are experienced and capable.

b. The program should be properly communicated so that learners know what to expect and be appropriately prepared for the course.

c. The contents of the training should adhere to the recommended guidelines. Hence, the TC/ITC should be represented at every SRFAC update session.

d. Course materials should be sent to the learners prior to the course. This is to ensure that learners will have ample time to read and prepare for the course.

e. Learners enrolled in the E-learning packages can complete the theory lesson component online or remotely but the remaining **hands-on practice,**

practical and theory assessment which must be conducted in the presence of the instructor for all SRFAC accredited courses.

    f. The assessments should meet the SRFAC recommendations:

        i. BCLS+AED:

At least three (3) different sets of theory assessment papers are readily available to be used interchangeably in the course (Minimum of 20 questions), passing mark is set at **80%** and **up to three (3) attempts** are allowed for each learner. Theory Assessment must include the following:

            1. Adult CPR (Use of Bag Valve Mask for Healthcare Providers or Mouth-To-Mouth for lay public)

            2. Use of AED

            3. Adult FBAO – Conscious to Unconscious

            4. Infant CPR

            5. Infant FBAO – Conscious to Unconscious

        ii. CPR(Hands-Only)+AED:

At least three (3) different sets of theory assessment papers are readily available to be used interchangeably in the course (Minimum of 10 questions), passing mark is set at **80%** and **up to three (3) attempts** are allowed for each learner. Theory Assessment must include the following:

            1. Adult CPR (Hands-Only)

            2. Use of AED

    g. Practical assessment checklists used in the course should cover various Shock and no-shock AED scenarios.

    h. **BCLS+AED practical test** must include Adult CPR(Mouth-To-Mouth), AED, Conscious and Unconscious FBAO (Adult), Infant CPR, Conscious and Unconscious FBAO (Infant) with **up to 3 attempts**.

    i. **CPR(Hands-Only)+AED practical test** must include Adult CPR(Hands-Only) and AED with **up to three (3) attempts**.

2) Facilities and Equipment

    a. The TC/ITC has the responsibility to provide appropriate facilities and equipment to facilitate the training:

        i. Adequate lighting and ventilation

        ii. Adequate space for practical hands-on and assessment (does not infringe on public areas such as stairwells, corridors, walkways or lobby)

        iii. Secure storage for assessment papers within the Centre

    b. The TC/ITC should have the following to ensure the safety of its staff and learners by providing:

        i. Evacuation plan

ii. Safety and health briefing

c. Specific manikins used for practical hands-on training and assessment should capture and present the required information necessary in the assessment criteria - https://srfac.sg/wp-content/uploads/2020/04/SRFAC-BCLSAED-and-CPRAED-Manikin-Specification.pdf.

d. The maintenance and disinfecting of the manikins should be carried out in accordance with recommendations by the manufacturer - https://srfac.sg/2020/02/27/srfac-advisory-for-training-centres-on-covid-19-26-02-2020/.

3) Certification

a. Learners who have successfully completed the course should be issued certificates (physical or digital) with the following clearly indicated:
   i. Name of Program Director
   ii. Full name of the learner (as stated on NRIC, Passport or other official documents)
   iii. Name of TC/ITC
   iv. Course type (eg. BCLS+AED Provider, CPR(Hands-Only)+AED Provider)
   v. Certificate validity and serial number/course reference number
   vi. States "Accredited by the Singapore Resuscitation and First Aid Council" – logo of SRFAC can be included

b. Learners who **do not pass BOTH theory AND practical assessment**, should not be issued a Provider certificate. A **Certificate of Attendance (COA) may be issued** if the learner completes the theory lessons and pass the theory test in the presence of the TC instructor/staff. However, a COA is **subjected to acceptance by the learner's employing institution due to age/medical-related exemptions; and is not equivalent to a Provider certificate**.

c. Upon completion of the Provider course, Provider's certificate must be issued within 30 days from the completion of course. If certificate is not immediately available, TC should issue a memo to indicate that the learner has successfully completed the course and is waiting for the official certificate.

d. Provider certificate is eligible for renewal/refresher course **up to 3 months after** the stated expiry date. Validity of 2 years will start from:
   i. the stated expiry date
      OR
   ii. date of training

The following cases will be within the Healthcare Institution/TC's discretion for renewal (if different from above):

   iii. Health Manpower Development Plan (HMDP)

iv.   Overseas studies

v.   Long hospitalisation/medical/maternity leave or equivalent

vi.   Practice of no-grace period if their internal policy decides so

e.   Upon completion of the Instructor course and 2 attachments (within 6 months) with an accredited Training Centre, an Instructor certificate must be issued by the Instructor Training Centre (ITC) and is valid for 2 years.

i.   Renewal may be done by the Training Centre(s) which engaged the Instructor and can only be renewed if the Instructor conducts at least 1 Provider course per year over 2 years before the expiry of the Instructor certificate.

ii.   The initial Instructor certificate must be issued within 30 days from the submission of the Instructor-Trainee attachment form (after fulfilling 2 attachments) to the Instructor Training Centre (ITC). Validity of the Instructor certificate will start from the date of Instructor course completion.

iii. If certificate is not immediately available, ITC should issue a memo to indicate that the learner has successfully completed the course and is waiting for the certificate.

f.   Foreign Life Support certificate – If SRFAC certificate is required as part of their work requirement, individuals with a current foreign Life Support certificate can enrol for the respective SRFAC-accredited refresher course with any SRFAC-accredited Training Centres.

4) Records

a.   TC/ITC are to prepare **ALL** of the past 2 years training records and documents before submission for renewal and for auditors' physical audit.

b.   During the renewal accreditation audit, auditors will select at random across the 2 years past records, **at least six (6) course runs for TC renewal, at least two (2) for ITC renewal**. The records must be **selected by the auditors**.

c.   TC/ITC should maintain the following records dating from the last accreditation audit:

i.   Attendance lists (with course reference number)

ii.   Learners' Theory and practical assessment papers including CPR performance recording (digital - ie. "QCPR" or physical print-out) for BCLS+AED and CPR(Hands-Only)+AED courses

iii. Learners' Evaluation forms

iv.   Record of Issued certificates

v.   Record of learner's expiring certificate (to validate entry for refresher course)

vi.   Record of disinfection (after each course) and maintenance of manikins (routine – monthly/quarterly/yearly)