

Singapore Resuscitation and First Aid Council

ACCREDITATION GUIDE for

Basic Cardiac Life Support and Automated External Defibrillation (BCLS+AED)

Cardio Pulmonary Resuscitation and Automated External Defibrillation (CPR+AED)

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

Important Notes:

1. All existing BCLS TC/ITC will need to be on the BCLS+AED track **by 1st June 2019**.
2. Accredited BCLS+AED TCs will be able to conduct BCLS+AED and CPR(Hands-Only)+AED courses, while accredited CPR+AED TCs are only allowed to conduct CPR(Hands-Only)+AED courses.
3. To be an accredited BCLS+AED Instructor Training Centre (ITC), it must be a valid accredited BCLS+AED Provider Training Centre (TC).
4. Accredited BCLS+AED ITCs will be able to conduct BCLS+AED Instructor courses, while accredited CPR+AED ITCs will be able to conduct CPR+AED Instructor courses. BCLS+AED Instructors will be able to conduct BCLS+AED and CPR(Hands-Only)+AED courses, while CPR+AED Instructors are only allowed to conduct CPR(Hands-Only)+AED courses.
5. CPR(Mouth-To-Mouth)+AED course should no longer be conducted **from 1st May 2020**.
6. CPR(Hands-Only)+AED course will be the default CPR+AED course to be offered by accredited TCs **from 1st May 2020**.
7. CPR+AED Instructor Training Centres (ITCs) will need to revise their materials to cater for the Hands-Only version of the instructor course **by 1st May 2020**.
8. Learners seeking to learn mouth-to-mouth ventilations will be encouraged to enrol for BCLS+AED course.
9. Audit Fee: **S\$540.00** (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.
10. 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.
11. Audit will not proceed and the accreditation fee forfeited, if:
 - a. the class is cancelled without informing SRFAC at least 1 week in advance
 - b. the class does not start within 30 minutes from the stated commencement time
12. There should be **at least 3 learners** to form a class for the accreditation audit.
13. Accreditation validity of 2 years will start from:
 - a. the approval date (for new TC/ITC accreditation); or
 - b. the following calendar day after the current validity expires (for subsequent TC/ITC renewal accreditation)

12. 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 submit 1 date for the audit.
13. It is recommended to start the renewal accreditation application **3 months before** its expiry. There should be a period of **at least 3 weeks from** the date of application (based on complete submission of required documents via SRFAC website) to the earliest audit date provided.
14. Renewal audit completed after the accreditation status has lapsed, will be backdated to the stated expiry date. Accreditation status is non-transferrable.

Part A – Document Checklist

(visit www.srfac.sg to apply)

No.	Documents required		Yes	No
01	Course schedule / Time-table	Apply online or submit hard copy (if files exceed 5MB) to SRFAC		
02	Learner Guide / Training Manual			
03	BCLS+AED accreditation track only			
	At least three (3) different sets of theory assessment papers are readily available to be used interchangeably in the course: <ul style="list-style-type: none"> ➤ Minimum of 20 questions for BCLS+AED 			
03	CPR+AED accreditation track only			
	At least three (3) different sets of theory assessment papers are readily available to be used interchangeably in the course: <ul style="list-style-type: none"> ➤ Minimum of 10 questions for CPR(Hands-Only)+AED 			
04	Practical assessment checklists used in the course should cover various scenarios. Practical assessment checklist allows up to three (3) attempts for each learner.			
05	Course feedback is gathered at the end of the course (either paper or online*) and clearly indicates the type of course, date and course reference number.			
06	Up-to-date CVs and copies of relevant certificates of all training staff (Full-time and free-lance/associate) appointed/engaged by Training Centre (up to past two years' records).			
07	BCLS+AED accreditation track only			
	Program Director of the BCLS+AED TC/ITC has a valid BCLS+AED Provider certificate (or higher).			
07	CPR+AED accreditation track only			
	Program Director of the CPR+AED TC/ITC has a valid CPR+AED Provider certificate (or higher).			

Part B – Audit Preparation

(For reference and audit preparation - do not send to SRFAC)

No.	Preparation	Notes
01	Record of Learners receiving their Guide/Handbook before the course start date.	
02	The following is on display or presented during the course: <ul style="list-style-type: none"> ➤ Health and Safety brief for learners ➤ Evacuation exits/routes and assembly area ➤ TC/ITC ground rules ➤ TC/ITC contact details ➤ Policy on use of mobile devices, photo/video taking during class ➤ Course eligibility, certification and appeal (due to dispute of assessment outcome) process 	
03	Theory and practical content comply with the latest SRFAC standards and guidelines.	
04	TC/ITC adhere to the training ratio of: <ul style="list-style-type: none"> ➤ 1 Instructor to 1 Manikin to 4 Learners Chief Instructor* may participate in practical training as an Instructor, if: <ul style="list-style-type: none"> ➤ The class does not exceed to 2 practical groups <i>* Doubling up of Chief Instructor as floor instructor will not be applicable during accreditation audit.</i>	
05	<p style="text-align: center;">For BCLS+AED courses</p> Adult CPR(Mouth-To-Mouth) assessment passing criteria: <ul style="list-style-type: none"> ➤ 5 cycles of CPR to be completed within 130 seconds ➤ At least 150 chest compressions (compressions more than 150 are not counted as errors) ➤ Up to 30 errors allowed: <ul style="list-style-type: none"> ○ insufficient recoil ○ incorrect depth ○ improper hand position (within lower sternum but not on the Xiphoid Process or on the ribs) – must be visually verified by Instructor ➤ At least 5 ventilations above 400ml ➤ Immediate failure for wrong hand position (outside lower sternum, on Xiphoid Process or on the ribs) visibly outside body of sternum – must be visually verified by Instructor 	
	<p style="text-align: center;">For CPR+AED courses</p> Adult CPR(Hands-Only) assessment passing criteria: <ul style="list-style-type: none"> ➤ Continuous compressions for 120 seconds (timing cut-off at 120 seconds) ➤ At least 180 chest compressions (compressions more than 180 are not counted as errors) ➤ Up to 30 % errors allowed based on total number of compressions: <ul style="list-style-type: none"> ○ insufficient recoil ○ incorrect depth 	

	<ul style="list-style-type: none"> ○ improper hand position (within lower sternum but not on the Xiphoid Process or on the ribs) – must be visually verified by Instructor ➤ Immediate failure for wrong hand position (outside lower sternum, on Xiphoid Process or on the ribs) visibly outside body of sternum – must be visually verified by Instructor 	
06	<p>AED practical training must focus on safe use and understanding of the protocol:</p> <ul style="list-style-type: none"> ➤ Do not perform chest compressions/CPR while AED is analysing/charging ➤ AED analysis – Shock advised – Ensure there is no contact with Casualty when delivering Shock – Continue chest compressions/CPR after Shock delivered ➤ AED analysis – No Shock advised – Continue chest compressions/CPR ➤ Stop chest compressions/CPR when: <ul style="list-style-type: none"> ✓ Paramedic takes over from the rescuer ✓ AED analyses the heart rhythm ✓ Casualty wakes up or has normal breathing (and pulse - for Healthcare Providers taking BCLS+AED) 	
07	<p>Practice different AED scenarios to expose Learners to different possibilities:</p> <ul style="list-style-type: none"> ➤ Shock - No Shock - No Shock ➤ No Shock - Shock - No Shock ➤ Shock - Shock - No Shock ➤ No Shock - No Shock – Shock ➤ No Shock - No Shock - No Shock 	
08	<p>A theory and a practical test should be administered at the end of the course in the presence of the Program Director, Chief Instructor or Instructor.</p>	
09	<p>Theory assessment passing mark is set at 80%.</p>	
10	<p>Practical assessment checklist should include one of the AED scenarios listed in point 07 (except the “No Shock - No Shock - No Shock” scenario).</p>	
11	<p>All theory assessment question papers are serialized and secured after every course and must not be in the learner’s possession after the course.</p>	
12	<p>Up to three (3) attempts are allowed for each learner – Theory and Practical.</p>	
13	<p>The Assessment forms clearly indicates the type of course, date and Assessor’s name.</p>	
14	<p>Course feedback is gathered at the end of the course (either paper or online*) and clearly indicates the type of course, date and Course Reference Number.</p>	

	<p>Areas evaluated include:</p> <ul style="list-style-type: none"> ➤ Training Staff's (Instructor and CI) preparation, knowledge, methods, engagement and time management ➤ Availability of training materials, content is up to date, equipment is clean, course was conducted on-time and training objectives were met ➤ Training Centre's layout, hygiene/safety, refreshment/toilets, lighting, tables and chairs, comfort level ➤ Space for further comments <p><i>* Please provide the print version of online feedback form for audit.</i></p>	
15	<p>The TC/ITC has the responsibility to provide appropriate facilities and equipment to facilitate the training:</p> <ul style="list-style-type: none"> ➤ Adequate lighting and ventilation ➤ Adequate space for practical session (does not infringe on public areas such as stairwells, corridors, walkways or lobby) ➤ Secure storage for assessment papers within the Centre 	
16	<p>The TC/ITC should have the following to ensure the safety of its staff and learners by providing:</p> <ul style="list-style-type: none"> ➤ Evacuation plan ➤ Safety and health briefing 	
17	<p>Specific manikins are required to be used for practical assessment of one rescuer CPR by 1st June 2019, as well as Automated External Defibrillator (AED) trainer sets in good working condition to be used during the respective course.</p> <p><i>* See "SRFAC BCLS+AED and CPR+AED Manikin Specification" document</i></p>	
18	<p>The maintenance and disinfection of the manikins should be carried out in accordance to recommendations by the manufacturer.</p>	
19	<p>Documentation of disinfection process after each training session, including Instructor/staff name, date, items to be replenished or replaced.</p>	
20	<p>TC/ITC complies with SRFAC's Instructor and Chief Instructor criteria for initial and continued appointment/engagement.</p>	
21	<p>BCLS+AED accreditation track only</p>	
	<p>Program Director of the BCLS+AED TC/ITC has a valid BCLS+AED Provider certificate (or higher).</p>	
21	<p>CPR+AED accreditation track only</p>	
	<p>Program Director of the CPR+AED TC/ITC has a valid CPR+AED Provider certificate (or higher).</p>	
22	<p>Issued certificate (physical or digital) for successful completion of course indicates the following (but not limited to):</p>	

	<ul style="list-style-type: none"> ➤ Name of Program Director/Chief Instructor ➤ Full name of the learner ➤ Name of TC/ITC ➤ Course type (eg. BCLS+AED/CPR+AED Provider, BCLS+AED/CPR+AED Instructor) ➤ Certificate validity and serial number/course reference number ➤ States “Accredited by the Singapore Resuscitation and First Aid Council” – logo of SRFAC can be included 	
23	<p>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 recognition/acceptance by the learner’s employing institution due to age/medical-related exemptions; and is not equivalent to a Provider certificate.</p>	
	Provider TC only	
	<p>Upon completion of the Provider course, Learner’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.</p>	
	Instructor TC only	
24	<p>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.</p> <ul style="list-style-type: none"> ➤ Renewal may be done by the respective accredited Training Centre(s) which engaged the Instructor and can only be renewed if the Instructor conducts at least 2 respective Provider courses per year for 2 years before the expiry of the Instructor certificate. ➤ 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. ➤ 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. 	
25	<p>BCLS+AED and CPR+AED Provider certificate is eligible for renewal/refresher course 3 months before or 3 months</p>	

	<p>after the stated expiry date. Validity of 2 years will start from:</p> <ul style="list-style-type: none"> ➤ the stated expiry date OR ➤ date of training <p>The following cases will be within the Healthcare Institution/TC's discretion for renewal:</p> <ul style="list-style-type: none"> ➤ Health Manpower Development Plan (HMDP) ➤ Overseas studies ➤ Long hospitalisation/medical/maternity leave or equivalent ➤ Practice of no-grace period if their internal policy decides so 	
26	<p>Past 2 years' records of the following documents to be shown during renewal audit:</p> <ul style="list-style-type: none"> ➤ Attendance lists (with course reference number) ➤ Learners' Theory and practical assessment papers ➤ Learners' Evaluation forms ➤ Record of Issued certificates ➤ Record of Learner's expiring certificate (to validate entry for refresher course) ➤ Record of disinfection/maintenance of manikins <p><i>Auditors will record the course reference numbers of the training records of at least six (6) sessions/classes (for TCs) and at least two (2) sessions/classes (for ITCs) conducted since the last accreditation audit – selected by Auditors and checked on site. Auditors should not be in possession of the training records outside of the audit.</i></p>	

IMPORTANT

For more information, please refer to the following relevant documents in the SRFAC website:

- ✓ SRFAC BCLS+AED TC/ITC Guidelines
- ✓ SRFAC CPR+AED TC/ITC Guidelines
- ✓ SRFAC CPR and AED Protocol
- ✓ SRFAC Entry-Renewal Requirements for BCLS+AED and CPR+AED Provider and Instructor
- ✓ SRFAC BCLS+AED and CPR+AED Manikin Specification