Generic Instructor Course (GIC) Regulations

Note: Participating groups specifically refers to courses validated by the Generic Instructor Course (GIC) Steering Group i.e. ALS, APLS, BASICS, EPALS, ETC, HMIMMS, MIMMS, mMOET, NLS, PHECC, POET, NAPSTaR.

1.0	General
1.1	All Educators, course directors, instructors and instructor candidates must abide by the Advanced Life Support Group (ALSG) and Resuscitation Council UK (RCUK) Codes of Conduct, available on the VLE course resources page.
1.2	Any surplus made from Generic Instructor Courses (GICs) should be used for purposes directly related to ALSG and RCUK training.
1.3	Candidates with disabilities are eligible to undertake the GIC. Please refer to the RCUK and ALSG Equal Opportunities policies available on the VLE course resources page, for further guidance.
1.4	A registration fee for each candidate, in addition to the cost of the course manual, is payable to the accrediting organisation.
1.5	In circumstances where course directors and instructors are concerned about the clinical knowledge and judgement of a candidate or member of faculty, they must be aware of, and follow, the recommendations in 'Guidance for managing a candidate whose performance raises serious concerns for patient safety'.
2.0	GIC Centres
2.1	Only an approved course centre may run the GIC.
2.2	A course centre is regarded as the administrative centre from which the GIC is organised, rather than the geographical location where a course is delivered or the person organising/coordinating the course. A course centre may only organise a GIC within its own region.
2.3	Where a course centre delivers a GIC at a new location within its region, the centre must notify the accrediting organisation (RCUK or ALSG) of the planned course and the rationale for the change, in advance of course dates. The course centre is responsible for ensuring that the facilities at the new venue are adequate.
2.4	If a course centre does not organise or run a GIC for **2 years or more**, its approval will lapse, and a new application must be made to the GIC Steering Group.
2.5	Where concerns about individual course centres have come to light, the centre may be re-assessed and reviewed at any time at the discretion of the GIC Steering Group.
2.6	The GIC Steering Group reserves the right to revoke course centre validation.
3	Data Protection
3.1	All course centres **must** comply with Data Protection regulations and local policies with regards to the storage and disposal of candidates' personal details (e.g. addresses, payment details and photographs etc.). These should ideally be disposed of, or securely stored, as per local policy after the course returns have been completed.

4	New Centres
4.1	A course centre wishing to become a GIC centre should contact the ALSG or RCUK for an application form. Prospective course centres will be required to demonstrate an ability to deliver courses in line with expected standards.
4.2	All applications will be considered by the GIC Steering Group taking into account the number of course centres already running GICs within the region.
4.3	A new centre running their first course should submit their GIC-approval form at least four months before the course start date. This can be done via the VLE or by email. Course dates for existing centres must be approved at least **six weeks** before the course start date.
4.4	New course centres must run their first course with a maximum of 16 candidates. A satisfactory educator's report from the first course must be received before any subsequent courses can be run. Subsequent courses may run with up to the maximum of 25 candidates, if agreed by the approving organisation.
5.0	**Course organisation**
5.1	Pre course organisation
5.1.1	All current course administrative documents can be found on the GIC VLE, on the course resources page.
5.1.2	Centres may choose to advertise a forthcoming course before approval to gauge candidate numbers. This form can be found on the course resources page and should be submitted at least four months prior to the course date. Centres should ensure, as much as possible, when registering that the dates are correct to avoid the need for change.
5.1.3	The minimum number of candidates allowed on a GIC is eight (two groups of four candidates). The maximum number of candidates on a GIC is 25 (five groups of five candidates). The correct programme template must be used depending on candidate group numbers; templates are available on the course resources page on the VLE.
5.1.4	Only courses submitting a fully completed course approval form (e.g. educator/course director/ valid purchase order number) will be processed. These must be received at least **six weeks** before the course start date, to allow for the approval process and dispatch of manuals. Course manuals/materials may only be dispatched once payment is received. Courses cannot be approved otherwise, and late applications will not be granted approval, except in exceptional circumstances.
5.1.5	Refunds or credits are not provided on unused or cancelled registrations.
5.1.6	Candidate course fees are set locally; these take into account the local costs incurred to the centre of running the GIC.
5.1.7	All faculty, including the educator, must be enrolled onto the course, on the VLE, prior to the commencement of the course. It is the course director's responsibility to ensure that all instructors enrolled to teach are current GIC instructors or GIC instructor candidates (GIC IC).
5.1.8	Course centres must enrol all candidates onto the GIC VLE prior to the course date.

5.1.9	**At least four weeks** before the course date, candidates must receive: • the manual: Pocket Guide to Teaching for Clinical Instructors (4th edition). • the candidates' personal teaching assignment (corresponding to the provider course nomination). • local centre information and provisional programme.
5.1.10	An online forum for any candidate queries, comments and/or pre-course discussion will be available on the VLE course page, a minimum of one week before the course date. The educator, faculty and candidates have access to the forum.
5.2	**Remotely enhanced course**
5.2.1	The remotely enhanced course format was developed to support centres to continue to deliver GIC during the pandemic. **This course format is no longer required and is no longer available.**
5.3	**Candidate selection and requirements**
5.3.1	Candidates must be recommended as having instructor potential (IP) from the participating ALSG/RCUK provider courses. ERC IPs may also be accepted via reciprocal arrangements and with the submission of a current IP nomination certificate. (please see course resources page for – ERC IP/IC Regulations Aug 2022 V1)
5.3.2	Once the candidate's (IP) status has been verified by ALSG/RCUK, a user account will be created on the VLE. GIC Course Centres are responsible for ensuring that the candidates are eligible to attend the GIC. Where the centre is unable to enrol a candidate into the course page as they do not have an account, the course centre must contact the provider course accrediting organisation (e.g. ALSG for APLS; RCUK for ALS) to rectify the situation.
5.3.3	Candidates cannot successfully complete the GIC unless they are present throughout the course. If part of the course is missed, the candidate must repeat the whole course. The educator and course director may use their discretion in exceptional circumstances; this must be documented in the final course report.
5.3.4	During the course, candidates should be assessed using the current feedback forms and matrices located on the GIC VLE course resources page.
5.3.5	All candidates may request a copy of their feedback/assessment forms irrespective of the overall outcome of the GIC.
5.4	**Candidate preparation**
5.4.1	Candidates are allowed access to the teaching assignments on the GIC VLE once their place has been confirmed by the course centre. It is the responsibility of candidates to notify the course centre if the teaching assignment they are allocated does not reflect their provider course IP.
5.4.2	Where the candidate has multiple provider course IPs, the candidate and course centre must agree the GIC assignments in advance. If successful on the GIC, the candidate must complete the ICs for the agreed provider course prior to undertaking ICs for any other nominated courses.

6.0	Faculty
6.1	Educators
6.1.1	Each course must have an approved educator to deliver the educational content of the GIC and quality assure the course. Please see section 4.3.6 for the appointment process. European Resuscitation Council (ERC) educators are recognised in the UK and are permitted to teach on GICs . Centres must notify the responsible organisation of arrangements and enroll the educator onto the course page.
6.1.2	The educator must be present throughout the course. They cannot be included as part of the total faculty numbers.
6.1.3	If the educator is unable to attend the planned course, they must notify the accrediting organisation as soon as possible so that alternative arrangements and/or cover is provided. The emergency cover process is available on the VLE course resources page.
6.1.4	An educator is not permitted to teach on more than four consecutive courses at the same centre or to be the educator for their home centre. It is the responsibility of both the educators and the course centres to monitor how many times an educator has taught consecutively at a centre.
6.1.5	An educator must be peer reviewed every three years as part of the GIC quality assurance process. The same educator should not be used consecutively.
6.1.6	Prospective educators can submit their CV for future consideration by the GIC Steering Group. Following the recognised appointment process, the induction process includes: • shadowing an established educator • being shadowed for their first course and facilitating the educational content. • A probationary period of six months in which there is mentor support from one of the established group of educators. On successful completion of the induction process and a favourable evaluation from the course director, the educator is able to teach on all GICs
6.2	Course Directors
6.2.1	Each course must be led by a course director (CD) who has been approved by the ALSG or RCUK to direct the GIC. The course director does not need to be medically qualified. Please see section 4.4.10 for the appointment process
6.2.2	If a GIC CD has not taught on, or directed, a GIC in the three years prior to the planned course, they are not eligible to direct. To re-establish their director status, they must 'shadow' an experienced course director prior to directing independently.
6.2.3	The GIC CD must be present throughout the course and is responsible for ensuring that the course fully complies with the GIC regulations. Where the regulations are not met, the GIC Steering Group may retrospectively withdraw course approval.
6.2.4	The GIC CD is responsible for ensuring the smooth running of the course. They must ensure that records are kept during the course and at the end of the course contribute to the GIC joint report in the standard format including details of any issues that have

	arisen, and any actions taken to rectify areas of concern.
6.2.5	The GIC CD must ensure all instructors, and instructor candidates are eligible to teach on the GIC, and that there is a minimum of two instructors per group.
6.2.6	The GIC CD should use the CD checklist in order to fully brief the faculty.
6.2.7	The GIC CD should ensure all faculty are directed to key course documentation available on the VLE course resources page including: • the course programme • faculty guide • teaching assignments • assessment criteria
6.2.8	The GIC CD must inform the ALSG or RCUK of any changes which may result in the course contravening the regulations.
6.2.9	If the Course Centre has to cancel a GIC, the course director must inform the accrediting organisation as soon as possible to agree a process for informing the candidates, educator and faculty.
6.2.10	Prospective GIC CDs need to submit a course director application form. Where the applicant meets the requirements: • The prospective course director will shadow an established course director on a GIC who is responsible for ensuring the prospective course director is familiar with the organisation and administration of the course. • On recommendation from the established course director, the prospective GIC CD then needs to direct a course with an established course director acting in a supportive role. • The educator and 'supporting' course director, will document their recommendations in the course report, including appointment to the list of established GIC CDs.
6.3	Instructors
6.3.1	All faculty must be chosen and enrolled from the VLE approved instructor list. GIC instructors must have an in-date provider course instructor certificate to instruct on a GIC.
6.3.2	Each faculty must be multidisciplinary, and the composition should reflect the provider course backgrounds of the candidates on the course.
6.3.3	ERC GIC instructors are recognised in the UK and may teach on the GIC. They must enrol via the VLE onto the course. Please see the accrediting organisation to arrange this.
6.3.4	A core faculty is the minimum number of Instructors required to run a GIC and they should be present for the entire course. It is strongly recommended that additional faculty is recruited to supplement the core faculty.
6.3.5	There must be a minimum of two instructors per teaching station, one of whom must be a full GIC instructor, and one can be an IC. It is recommended on the five-candidate programme that there are three instructors at least two of whom must be full instructors, per teaching station. The educator and course director are supernumerary to faculty requirements.

6.3.6	GIC instructors are strongly encouraged to teach one course a year to maintain their practice and instructor status.
6.3.7	Those GIC instructors returning to teach after a period of absence (four years without teaching) should complete a Returning to GIC form and be mentored on their first course.
6.4	GIC Instructor Candidates
6.4.1	Provider course instructors who have taught on a minimum of four provider courses (*NLS instructors must have taught on eight courses) within any of the participating groups as a full instructor are eligible to teach on a GIC as an instructor candidate (GIC IC).
6.4.2	All prospective GIC instructor candidates (ICs) must apply to the responsible organisation and provide their current provider course instructor certificate. Their VLE profile will be created or updated with GIC IC status. They should receive the current manual (Pocket Guide to Teaching for Clinical Instructors 4th edition) and access to the GIC course materials. ICs cannot be accepted onto a course unless enrolled by the centre prior to the GIC date.
6.4.3	All GIC ICs will be required to satisfactorily teach on a maximum of two courses before full GIC instructor status is granted.
6.4.4	If, however, the course director, faculty and educator unanimously recommend that, after the first teaching practice, a second assessment is unnecessary, full GIC instructor status will be approved on receipt of the course report.
6.4.5	A GIC IC who is unsuccessful after two teaching practices may apply to become a GIC IC again after two years.
7.0	**In Course**
7.1	Programme
7.1.1	The GIC is delivered using a face-to-face format over two consecutive days. Adequate facilities and resources are required to run all practice stations simultaneously. Centres are encouraged to supply additional sets of equipment for practice, where possible. The programme should reflect the resources and faculty available for the course.
7.1.2	The number of provider groups attending a GIC is limited by the centre facilities. Where possible, it is strongly recommended that for good practice and ease of organisation, candidates are recruited from the same provider course or discipline (e.g. adult/paediatric) in multiples of four (4) candidates and no more than five (5) candidates per group.
7.1.3	The standard programme must be adhered to, and the running order must not be changed. Timing for the faculty meeting and registration at the beginning of the course may be decided locally.
7.1.4	Faculty demonstrations should reflect the clinical backgrounds and use teaching materials from the provider courses represented on the course.
7.1.5	It is the responsibility of the course director to ensure suitable allocation of faculty to the teaching stations.

7.1.6	Feedback must be provided to the candidate in real-time following each teaching practice and using the course assessment matrices. This should also be documented on the assessment sheet.
7.1.7	All teaching rooms must have access to the current GIC course materials. Course directors must ensure that the latest versions of materials are available to candidates and used on the course.
7.1.8	During the GIC, it is important that the role-play undertaken by faculty members is appropriate and maintains psychological safety for the candidates.
7.1.9	At the end of the course all candidates will be informed of the outcome and given individual feedback from their mentors. They will also be guided to the next steps in their instructor journey and any resources available to facilitate this.
7.1.10	If a candidate is unsuccessful, they may apply to retake the GIC within one year. The fact that they are retaking the course must be made explicit to the GIC course director on the application form. The 'unsuccessful candidate' document must be completed by the educator and course director on the course.
8.0	**Post course Requirements**
8.1	Candidate results
8.1.1	Centres must complete candidate results and confirm faculty enrolled on the course page attended via the GIC VLE within **five working days of the course**.
	The accrediting organisation will be notified and the candidate profiles updated to IC status with 14 days.
8.1.2	The IC should liaise with the provider course CD responsible for the course when arrangements are made to undertake their IC practice. ICs should bring their GIC assessments with them to their provider course teaching practices and, where possible, speak to their mentor before the course.
8.2	Course Reports
8.2.1	The educator is responsible for the completion of the educator section of the Joint Course Report at the end of the course. This must include details of any issues from an educational perspective, which have arisen during the course and any actions taken to rectify areas of concern. Clear documentation regarding any problems with candidates must be provided, together with details of feedback given and reasons for any actions taken.
	Educators must ensure that all course documentation including the candidate assessment sheets is consistent with, and reflects the decisions taken.
	The educator section of the report must be uploaded to the VLE within **five working** days where a copy is automatically forwarded to the course director.
8.2.2	The course director is responsible for contributing to and completing the report. Any issues or complaints relating to the delivery of the course should be noted in the report which should be submitted within **five working days** of the educator submission. A copy will be automatically forwarded to the course educator.
8.2.3	The course director is responsible for completion of the online post course returns, including candidate results and final outcomes. The CD, must ensure that all candidates receive copies of their assessment results and final outcome.

8.2.4	The centre should retain copies of all course documentation results. The duration of long-term storage of course records is a local decision.
8.2.5	Following submission of candidate results and the candidate evaluation form, a certificate of attendance will be made available to the candidate on the GIC VLE.
8.2.6	The course centre, educator and faculty may review candidate course evaluations on the VLE for ongoing development and feedback.