



APPLICATION FOR ENDORSEMENT of a resuscitation skills course

The Royal New Zealand College of General Practitioners (RNZCGP) requires all members to maintain their resuscitation skills as part of the Continuing Professional Development (CPD) programme for Fellows, the General Practice Education Programme and the Division of Rural Hospital Medicine (DRHM) training programme.

Resuscitation skills training must be undertaken through a College-endorsed provider. The approved course must meet the RNZCGP Standard for Resuscitation Courses (please see our website for more information).

Doctors on different programmes have different minimum requirements for resuscitation skills training:

- **Fellows on the general practice CPD programme** must, at a minimum, hold a current certificate at the equivalent level of a New Zealand Resuscitation Council (NZRC) Certificate of Resuscitation and Emergency Care (CORE) Skills course, with the content as outlined in the RNZCGP Standard (criterion 2.2). This is a minimum requirement and all doctors are expected to train to the level appropriate to their situation.
- **Fellows on the DRHM CPD programme** must hold a current certificate at the equivalent level of the NZRC CORE Advanced course. The DRHM CPD programme also has requirements for additional emergency management courses.
- **Registrars on the General Practice Education Programme** must, at a minimum, hold a current certificate at the equivalent level of a NZRC CORE Skills course, with the content as outlined in the RNZCGP Standard (criterion 2.2), for the duration of the training programme. However, in order to obtain Fellowship, the registrar must, at a minimum, hold a current certificate at the equivalent level of the NZRC CORE/Immediate course.
- **Registrars on the DRHM training programme** must hold a current certificate at the equivalent level of the NZRC CORE Advanced course. Registrars on this programme must, in addition, complete courses in Emergency Management.

NOTE: The College recognises resuscitation skills certificates as 'current' if they have been obtained in the last three years.

Courses are normally expected to be a minimum of four hours duration for a NZRC CORE Skills (or equivalent) course, or eight hours duration for a NZRC CORE Advanced course (with expected reading preparation of a minimum of four hours in all cases).

This resuscitation endorsement application form is for individuals or organisations who are either developing a programme or who have an existing programme that they wish to have considered for RNZCGP endorsement.

Should you wish to apply for College endorsement, please complete the form as thoroughly as possible. Questions marked with a * are desirable components but are not required. Endorsement shall last for a period of three years once your application has been accepted.

Please note that if you are not offering a certified NZRC CORE course, you are required to submit a copy of your course content for review, as well as a sample certificate.

The College reserves the right to approve, decline or negotiate changes to a proposed programme as it sees fit and to review or audit endorsed courses on a regular basis.

Please send your application and supporting material to:

CPD team
RNZCGP
PO Box 10440
Wellington 6143
Phone 04 550 2812

Or

cpd@rnzcgp.org.nz

The application should be received by the College at least six weeks prior to the course being offered to allow time for the approval process to be completed before advertising or course material has been distributed. Once RNZCGP endorsement has been approved this can be advertised.

An application fee will be charged to process your application:

Fewer than 100 GPs per annum:	\$575.00 (incl. GST)
More than 100 GPs per annum:	\$1,150.00 (incl. GST)
Charity-status organisation:	\$250 (excl. GST)
District health boards:	\$250 (excl. GST)



APPLICATION FOR ENDORSEMENT of a resuscitation skills course

Details of applicant

Name of organisation:

Name of coordinator or contact person:

Address:

Phone:

Email:

Details of course programme

Programme title:

NZRC level of courses offered:

CORE Skills

CORE Immediate

CORE Advanced

Geographic area covered by this application:

Estimated number of courses to be offered in a year:

Limit of attendees per course:

Standard for resuscitation courses

► Relevance to general practice

REQUIREMENT: The provider ensures that the content of the educational programme provided is relevant and useful to general practitioners in the New Zealand context.

Criteria		Please tick 'yes' or 'no'	
1.1	Have the learning needs of general practitioners with regard to the topic been taken into account in programme planning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.2*	Is content related to the doctor's existing knowledge?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.3*	Has a general practitioner been involved in the development or delivery of the course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

* Desirable but not required.

If **YES** to 1.3, please provide their name(s) and Medical Council of New Zealand number(s):

Name	MCNZ number

If **NO** to 1.3, please provide additional information as to how you will ensure that the learning needs of general practitioners will be taken into account in programme planning and presentation?

High quality content

REQUIREMENT: The course meets the New Zealand standards for resuscitation skills and knowledge as set out by the New Zealand Resuscitation Council (NZRC).

Criteria	Please tick 'yes' or 'no'
2.1 Do the course components include, at a minimum:	
■ Adult collapse management plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
■ Child and infant collapse management plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
■ Automated External Defibrillation	<input type="checkbox"/> Yes <input type="checkbox"/> No
■ Management of airway obstruction and breathing	<input type="checkbox"/> Yes <input type="checkbox"/> No
■ Teamwork in medical crises.	<input type="checkbox"/> Yes <input type="checkbox"/> No
All skill and knowledge content can be found as modules within the New Zealand Resuscitation Council's CORE programme.	
2.3* A New Zealand Resuscitation Council CORE Skills or equivalent course should be a minimum of 4 hours of face-to-face training, with expected self-directed learning of a minimum of 4 hours. Does your course meet this requirement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
A New Zealand Resuscitation Council CORE Advanced course or equivalent should be of a minimum of 8 hours of face-to-face training, with expected self-directed learning of a minimum of 4 hours. Does your course meet this requirement?	<input type="checkbox"/> Yes <input type="checkbox"/> No

* Desirable but not required.

If you are not offering the CORE course, does the course that you offer meet the New Zealand Standards for Resuscitation as set out by the NZRC? (Please note that if you are not offering a CORE course you are required to submit a copy of your course content for review.)

Yes No

Please give the duration (in hours) of each of the courses you offer for which endorsement is sought:

Course	Level	Teaching hours	Reading preparation hours

► Limitations on professional or commercial bias

REQUIREMENT: The programme provides a balanced coverage of issues and contains no professional or commercial bias.

Criteria		Please tick 'yes' or 'no'	
3.1	Is there pharmaceutical company involvement in the design or content of the educational programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.2	Does the programme content contain any product endorsements or material that can be construed to promote one product over any other?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.3	Has any sponsorship of the programme been publicly acknowledged, and is at 'arm's length' from the content of the programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.4	Are there any potential conflicts of interest held by the programme staff with respect to the programme content?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If YES , have these conflicts of interest been clearly declared in the application submission and in publicity material?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please list the key instructors/facilitators, and give a brief summary of their expertise/qualifications:

Name	Qualification	Role in programme

► Sound educational practice

REQUIREMENT: The provider develops the programme according to sound educational principles.

Criteria		Please tick 'yes' or 'no'	
4.1	Have realistic learning objectives for the programme been specified? <i>If YES, please include a copy of your learning outcomes with this application.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.2	Is the programme coherently designed to enable achievement of the learning objectives? <i>If YES, please include a programme overview with this application.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.3	Is this course taught in a practical manner? Theoretical and online courses are not accepted.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.4	Is the environment in which the event will be offered appropriate for learning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.5*	Is a practice / team-based approach to resuscitation training encouraged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.6*	Assessment is not required, but if undertaken, will feedback to the participant be constructive, timely, and relevant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

* Desirable but not required.

► Quality improvement mechanisms and evaluations

REQUIREMENT: The provider ensures that there is a system in place for monitoring the success of the event and for gaining feedback that can be used to improve future offerings.

Criteria	Please tick 'yes' or 'no'
5.1 Do you have a mechanism for evaluation of the programme in place? <i>If YES, please include your learning evaluation questions as part of your application.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.2 Do you address issues identified in the evaluation before the event is repeated?	<input type="checkbox"/> Yes <input type="checkbox"/> No

► Participant certification

REQUIREMENT: The provider has a system in place for certification of event attendance.

Criteria	Please tick 'yes' or 'no'
7.1 Certificates are awarded to participants who fulfil the attendance requirements. <i>If YES, please provide a sample of your certificate.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please note that certificates issued by resuscitation skills training providers must contain the following information:

- The length of the course in hours
- A statement that acknowledges successful participation and/or assessment at the relevant level
- List of skills taught
- The phrase 'An RNZCGP Approved Resuscitation Skills Provider'
- Date of issue.

PAYING YOUR APPLICATION FEE

Amount you are paying: \$ **NOTE:** We will hold your application until payment has been received.

Payment method: EFT Bank cheque / bank draft Invoice

Our bank account details: 01-0564-0047568-000
Particulars: RNZCGP CME
Reference: (your organisation name)

CHECKLIST

- | | | |
|---|--|--|
| <input type="checkbox"/> Completed application form | <input type="checkbox"/> Learning objectives | <input type="checkbox"/> Programme overview |
| <input type="checkbox"/> Evaluation questions | <input type="checkbox"/> Sample of certificate | <input type="checkbox"/> Application payment |

DECLARATION

I have provided true and correct answers to the questions in this form and have provided all relevant material required as part of this application.

Signed for and on behalf of the applicant organisation by the person named below, being a person duly authorised to enter obligations on behalf of the applicant.

<input type="text"/>	<input type="text"/>
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Signature

Date

Name:

Title: