

Becoming an ACLS or PALS Course Coordinator

To apply to the Heart & Stroke Foundation of Alberta, NWT & Nunavut (HSFA) Resuscitation Education office to become an ACLS or PALS Course Coordinator, the individual must be an “experienced” ACLS or PALS instructor.

The “experienced” instructor criteria is published in the Heart & Stroke Foundation of Canada – Instructor Resource for Resuscitation Programs in Canada (IRRP), page 20, 2.3.5, that reads:

An instructor, IT or Medical Director can achieve the designation of “Experienced” if they meet all of the following criteria:

- Have been in that role for three or more years
- Has taught more than five courses in that designation (ACLS or PALS) during those three years
- Be recommended in writing by the Medical Director (or in Alberta we will allow the recommendation be from an ACLS or PALS Course Coordinator) familiar with the Candidate’s performance.
- Be approved by the Manager of Resuscitation Education.

Confirmation of the designation of “experienced” to an instructor, instructor trainer or medical director must be given by the provincial HSF or its designate prior to the monitoring process.

If the experienced instructor has met the above criteria, he/she may contact the HSFA Resuscitation Education office (as listed below) with the written recommendation (as indicated above) to request ACLS or PALS Coordinator status. The Resuscitation Education office (provincial HSF designate) will research the experienced instructor records to confirm they have met the role and teaching criteria and render their decision.

If approval is granted, Resuscitation Education office will partner the candidate with an experienced Coordinator to accommodate the ACLS or PALS Coordinator monitoring and supply them with the Coordinator Monitoring Form. The experienced Coordinator will impart their expertise, guidance and support as the candidate arranges the **two-day ACLS or PALS provider course** from inception, on-site co-coordination and handling all post course details. The experienced Coordinator will be documented on the course roster as the course Coordinator and the candidate will be documented on the course roster as the “Coordinator being monitored.”

Upon course completion, the experienced Coordinator will complete the Coordinator Monitoring Form which details the outcome of the monitoring process as well as their recommendation if the candidate is to receive ACLS or PALS Coordinator status, and submit to the HSFA-Resuscitation Education office for processing.

Contact the Resuscitation Education office if further clarification is required.

Resuscitation Education

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