



Delegate Information Pack

APLS (Central Scotland)



Version 1.12

(Updated on 02 August 2016)

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INTRODUCTION

ABOUT THE COURSE

The APLS course provides the knowledge and skills necessary for recognition and effective treatment and stabilisation of children with life threatening emergencies, using a structured, sequential approach. The seriously ill and or injured child needs to be treated as an individual; there are four key differences that determine treatment: weight, anatomy, physiology, and psychology. The structured approach focuses the clinician on resuscitation, emergency treatment followed by continual stabilisation and then transfer to a definitive care environment.

The course aims to teach, practice and test the acquisition and use of these technical skills. In addition, the human factors that generate the highest quality and safest health care provision are considered.

COURSE CURRICULUM

The 6th Edition of the APLS course (from January 2016) comprises the following topics:

1. Structured approach to paediatric emergencies
2. Human factors
3. Structured approach to the seriously ill child
4. The child with breathing difficulties
5. The child in shock
6. The child with an abnormal pulse rate or rhythm
7. The child with a decreased conscious level
8. The convulsing child
9. Structured approach to the seriously injury child
10. The child with chest injury
11. The child with abdominal injury
12. The child with traumatic brain injury
13. The child with injuries to the extremities or the spine
14. The burned or scalded child
15. The child with an electrical injury or drowning
16. Basic life support
17. Support of the airway and ventilation
18. The management of cardiac arrest
19. Practical Procedures – Airway and breathing
20. Practical Procedures – Circulation
21. Practical Procedures – Trauma
22. Imaging in trauma
23. Structured approach to stabilisation and transfer
24. Acid-base balance
25. Fluid and electrolyte management

WHO IS THE APLS COURSE FOR?

Any healthcare professional who is responsible for sick babies or children in any or all of the following aspects: first response, assessment, diagnosis or treatment. It is particularly suitable for those practising in a resourced healthcare environment such as a hospital. For those healthcare professionals who work in a pre-hospital environment, the Pre-Hospital Paediatric Life Support (PHPLS) course may be more suitable. Junior doctors, nurses and AHPs may benefit from undertaking the PLS or pILS course before attending an APLS course. Please contact administrator@paediatric-training.com for further information. The table below summarises which course is suitable for which professional.

Course name	Suitable for which doctors?	Suitable for which nurses?	Suitable for which AHPs?
PLS or pILS	FY1 to FY2	Nurses up to Junior Band 5	Physiotherapists, SALT (dysphagists), PAs
PHPLS	GPSTs, GPs, Rural Practitioners	Primary care nurses	Paramedics, PAs, Military or Ship Officers
APLS	FY2 to Consultant, Specialty Drs	Senior Band 5 and above	Senior Military or Senior Ship Officers

BEFORE THE COURSE

BOOKING A PLACE ON THE COURSE

We only accept online applications and payments via www.paediatric-training.com.

Eligibility to apply for the APLS course

- Candidates should be from a medical, nursing, ECP, ODP or RTO background for which APLS is relevant to their practice.
- RTOs from any background who work in a paediatric hospital are eligible.
- RTOs who work in a non-paediatric hospital, with any other background to those already listed, can send an application to the ALSG detailing their paediatric practice and each of these cases will be considered individually.
- The ALSG recommends that nurse applicants are senior staff nurses and above. Experienced Band 5 staff nurses may take the course.
- If you are unsure about your eligibility, please contact the [course administrator](#) to discuss it further BEFORE registering your application through this website.

Please note: Based on the eligibility criteria listed above, if you are not eligible to apply for this course and yet you still do so, you may lose your non-refundable booking deposit.

Types of Application

The APLS course is a 3 day training event, with 2 components to it:

- 1 Day of on-line learning using the 'Virtual Learning Environment' (VLE) on the ALSG website.
- 2 Days of practical, hands-on training with Skill Stations, Workshops and Scenarios delivered by expert instructors on a face-to-face (F2F) basis.

Please also note: you apply for both VLE and F2F components together, not separately.

Candidates

If you want to do the full 3 days of training (1 day VLE + 2 days F2F training), then choose this option.

If you have never done the course OR if your last APLS course was more than 4.5 years ago from the date of the course you wish to apply for, then you must apply for a Candidate placement.

Recertification

If you have previously completed an APLS course and it was less than 4.5 years ago from the date of the course you wish to apply for, you have two choices:

- Undertake the shortened 2 day recertification course (1 day VLE + 1 day F2F). Contact ALSG in this case.
- Undertake the full 3 day provider course again (1 day VLE + 2 days F2F training). Apply as a Candidate in this case.

Please note: a 2 day recertification course, if successfully completed, results in a completion certificate only. Such candidates are ineligible for consideration of instructor potential.

Observers

Observers may only watch sessions during a F2F course. They may not practice. On attending a complete APLS course, such participants receive an Observer Certificate. Observer placements are solely at the discretion of the Course Director.

How to Apply

This will depend on how you intend to fund your place on the course.

Self-Funding

In this scenario, candidates apply for a place on the course and pay online (via our Paediatric Training website, see below). To proceed with your application, you will need to adhere to the following steps:

1. Submit an application form + payment

- To do this, please click [here](#).

2. Await review of your application + processing of your payment

- The pre-course administration team will review your application form and await processing of your payment, if approved/received, you will receive an automated reply confirming your place on the course.

Please note: only after payment is completely processed and the funds received will a place be held for you on the course.

Indirect Institutional Funding (e.g. study leave budget)

In this scenario, candidates apply for a place on the course (via our Paediatric Training website, see below) and pay online too. Upon request from the Administration Team, they are issued with a receipt which they may then use to reclaim the funds from their funding body. It should be noted that the course centre accepts no responsibility for the processing of claims or financial remuneration via the candidate's funding body, who is a third party as far as the course centre is concerned. The candidate is solely responsible for dealing with their funding body.

To proceed with your application, you will need to adhere to the following steps:

1. Submit an application form + payment

- To do this, please click [here](#).

2. Await review of your application + processing of your payment

- The course administration team will review your application form and await processing of your payment, if approved/received, you will receive an automated reply confirming your place on the course.

3. E-mail the administrator (click [here](#)) to request a receipt.

- The receipt will be made out to you, the candidate, not to your funding body.
- You may then use this receipt to make any necessary claim from your funding body.

Please note: only after payment is completely processed and the funds received will a place be held for you on the course.

Direct Institutional Funding (e.g. hospital pays directly for the course)

We do accept direct payment from institutions. However, such candidates are treated on an equal footing to self-paying candidates. Namely, full payment is required before the pre-course preparation materials are released. Until then, the spaces on the course are open for application by any other candidate.

Here is what is needed to proceed along institutional lines of finance handling:

1. The line manager of the staff member(s) needs to [contact the administrator](#) to provide the following information:
 - a. The names of the members of staff that they are happy to fund through their institution.
 - b. The contact details of the finance officer within their institution (as well as the details of the institution) who our Finance Administrator needs to invoice.
 - c. An outline of what the institution is happy to fund (e.g. course booking fee, accommodation, parking, meals etc.).
2. Those members of staff then need to each submit an application through our Paediatric Training website by clicking [here](#). However, when the application process reaches the payment page, they should then close the window. This will allow the application form to be received by us, without receiving any payment directly from the candidate. Normally, if a self-funding applicant does this we reject the application. However, if an institution has agreed to fund the candidate, the application will not be rejected. Rather, it will be suspended until the institutional funding comes through.
3. Our Finance Administrator will then raise an invoice, addressed to the funding institution and the finance officer named on Item 1 above.
4. Once payment is received from the funding institution, the members of staff will have their place secured on the course and the pre-course materials will be issued. Also, beyond this point, the candidate is responsible for any additional costs incurred (see relevant sections of this document), e.g. for any subsequent amendments made to their application etc.

Please note: only after payment is completely processed and the funds received will a place be held for each member of staff on the course.

GROUP DISCOUNTS FOR BULK ORDERS

We have a discount system in place for group bookings or bulk orders from institutions. Please [contact the administrator](#) for further details.

MAKING MINOR AMENDMENTS TO COURSE BOOKINGS

If minor amendments are made through the APLS administration team, they are subject to a £25 administration charge per 'minor' amendment. Note: change of course dates does not constitute a 'minor amendment'. The type of amendments that may be accommodated by the administration team and classed as 'minor' are:

- Correction in application form details (e.g. change of address)
- Correction in payment details
- Duplicate bookings made in error

MAKING AMENDMENTS TO HOTEL BOOKINGS (ACCOMMODATION, PARKING, MEALS ETC.)

Once the online booking has been made via the Paediatric Training website, the APLS administration team are unable to make any amendments to hotel-related issues such as accommodation, parking, meals etc.

Any amendments made in relation to the hotel (e.g. accommodation, parking, meals etc.) must be made by the candidate by directly liaising with the hotel. Payment of any additional costs incurred, as a result of such amendments, is the sole responsibility of the candidate.

TRANSFERRING BOOKINGS TO ANOTHER COURSE

Candidates cannot transfer a course booking to another course centre as each course centre functions independently of each other. However, candidates may request transfer to another course within the same course centre depending on how much notice they give to the course centre.

Course Date A = date of the course which has already been booked by the candidate.

Course Date B = date of the course which the candidate is wishing to transfer to.

If **both** dates A & B are at least 3 months or more away, at the time of the candidate requesting a course transfer, this will be honoured by the APLS (Central Scotland) course centre subject to course placement availability. This will be treated as a 'booking amendment' and will be subject to a £25 administration charge.

If **either** dates A or B are less than 3 months away, the course transfer will be treated as a booking cancellation (see below) for Course A and a fresh booking for Course B.

BOOKING CANCELLATIONS

This is an intensive course which requires adequate preparation by the candidate. We therefore follow these rules:

- If an applicant withdraws from the course and their space can be filled with another potential candidate, they shall be offered a refund of the balance of their payment (i.e. course fee minus £200 non-refundable deposit).
- If an applicant withdraws from the course and their space cannot be filled with a replacement candidate, no refund at all shall be given.
- If an applicant fails to attend the course, there shall be **no** refund of fees.
- If APLS (Central Scotland) should cancel or amend a course (e.g. location, date etc.), we will either offer the candidate a full refund or a placement at a future APLS course to be held in Central Scotland (at no additional cost).

ALLOCATION OF COURSE PLACEMENTS

Due to the shortage of course centres in Scotland, we follow a three-step process to candidate applications:

1. Core Candidate Placements

To preserve the quality of teaching, ALSG imposes a limit on how many candidates may be taught per instructor/group of instructors. Therefore, based on the number of instructors who have agreed to teach on a particular course (by the time the course is advertised), we limit the number of candidates that we can accept and guarantee a course placement. These guaranteed spaces on the course are called 'core candidate placements'.

2. Reserve Candidate Placements

Until the maximum number of candidate applications (per course, as permitted by ALSG) have been approved, we continue to allow people to apply online (including making payment) and their names are automatically added to the **reserve list**. This means that, if further instructors come forward (which sometimes happens closer to the course date) and express a willingness to teach on the course, we are able to expand the course and approve such 'reserve candidate placements'. If we are unable to offer such candidates (who are on the reserve list) a placement by the date of the course, they will receive a refund of any fees paid (minus £25 administration charge).

If an applicant does not wish to go onto the reserve list, we are happy to refund their entire booking fee (without any administration charge deductions). However, they must let us know in writing (an e-mail will suffice) that they wish to withdraw from the reserve list within 7 calendar days of the date of their application or by 48 hours before the course start date (whichever is sooner), for this refund process to be activated. After 7 days, they will be put on the reserve list by default. If they have e-mailed us to withdraw from the reserve list, until a response is given by us, they should not assume that we have received that e-mail.

If a reserve list candidate is offered a placement (due to course expansion), but they decline that offer, this shall be treated the same as a course placement cancellation and thus the cancellation policy (in the terms and conditions that they signed up to during the APLS course booking process) shall take effect.

3. Waiting List Placements

Once the maximum number of candidate applications (permitted by ALSG, per course) have been approved, we close the course to further applications to the reserve list. Any further enquiries are added to the **waiting list**, where we permit application forms to be submitted but do not take any payments. In the event that either a core or reserve candidate placement becomes vacant (e.g. a candidate withdraws from the course), we then offer that placement to those on the waiting list. On receipt of payment, applicants on the waiting list can secure a place on the course.

PREPARING FOR THE COURSE

Although not always possible, we try to adhere to the following timelines for release of the course manual and VLE access:

Timing of Application	Pre-Course Preparation Materials Are Sent
> 35 days before the course	Approximately 4 weeks before the course
< 35 days before the course	Enrolment is only granted at the discretion of the Course Director Materials are sent 1 week after complete processing and receipt of fees.

Course Manual

By the end of 2015, many clinical guidelines have undergone revision and update based on the latest high-quality research (e.g. the International Liaison Committee On Resuscitation (ILCOR) released new guidelines in October 2015). These latest evidence based recommendations and guidelines have been incorporated into the APLS curriculum and, consequently, the course has undergone a complete revision. The 5th Edition of the APLS course is therefore now obsolete. ALSG has released a new 6th Edition of the APLS course which is live from January 2016. For our course candidates, until they receive the hard copy of the manual, we have set up temporary links on the paediatric training website so they can start reading the manual. Please note: for copyright reasons, the manual cannot be downloaded or copied from the website.

How to access the PDF chapters of the Course Manual, linked to each VLE module

When you [log in to the member's section of the Paediatric Training website](#), click on 'Course Information' from the menu bar and then choose the dates of your course. You will then need to re-enter your username/password to enter the Candidate Portal. On that portal, you will see bubble called 'Pre-Course Materials' which you need to click. The next page will have links to each of the relevant chapters, per VLE module. For copyright reasons, we can only allow view access.

Virtual Learning Environment (VLE)

The Advanced Life Support Group (ALSG) host a 'Virtual Learning Environment (VLE)'. This mandatory e-learning constitutes the 1st day of the APLS course. On receipt of your course fee, you will be sent an enrolment key that you will need in order to access the VLE.

Please note: the VLE is an ALSG-directed website. We have no control or say regarding the way it is run. We are completely independent of the VLE – we only offer the face-to-face component of the APLS course. Any frustrations or problems you may experience with the VLE (based on feedback we have received from past candidates) should be directed to ALSG, not to us. It may also be helpful to look at the FAQ's for candidates on the ALSG website if you are experiencing technical problems.

You will find all of the information you will need about the course on the e-learning site. If you need support with any of the steps, check out the [Candidate FAQs](#) on the ALSG website – www.alsg.org.

Satisfactory Completion of the VLE e-learning modules

Past candidates have fed back to us that, once the e-learning modules are completed, the VLE does not indicate whether the candidate has successfully completed each module or not. The onus is therefore on you to contact enquiries@alsg.org to check whether everything has been completed successfully or not. We would strongly advise that you do so in writing (via e-mail) and at least a few days before the VLE deadline for completion.

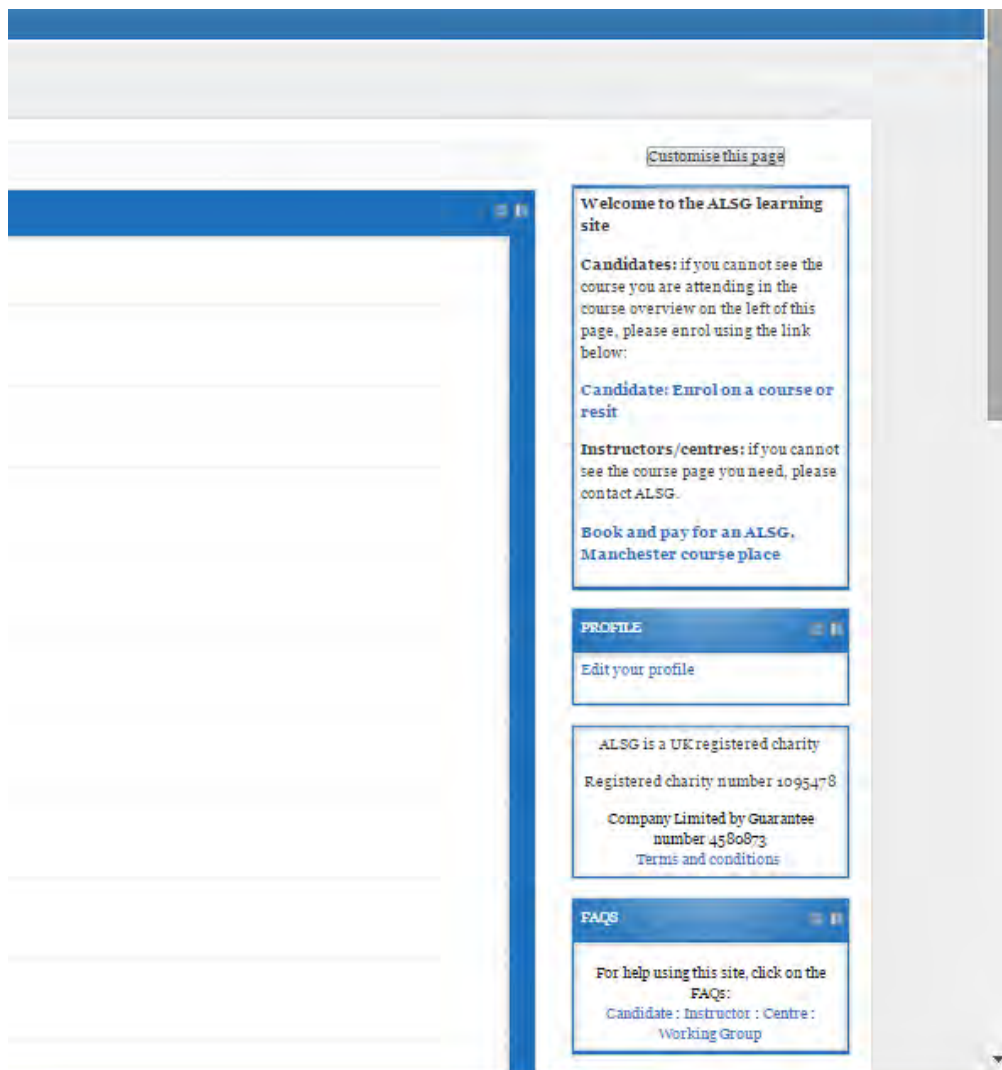
Successful completion of the VLE component is a pre-requisite to being permitted to attend the 2 days of face-to-face training. For satisfactory completion of the VLE component of the APLS course, you must achieve a score of 4 correct answers on each assessment module (you will be able to take these more than once). **If you arrive for the F2F course without completing** all the e-modules and achieving 4 on each assessment module, you will only be eligible to receive an observer certificate – even if you subsequently complete them. The regulations are quite strict in this regard.

Deadline by which the VLE e-learning modules must be completed

Please do not underestimate the amount of time the VLE online e-learning will take. Based on the feedback from past candidates, it typically takes an average of 10 hours. The VLE e-learning does not have to be completed in one sitting. Your work is saved as you progress from page/section to page/section. However, **the VLE e-learning must be completed at least 48 hours before the date of the course**. This is necessary to allow pre-course preparations to be completed by the administration team in advance of the face-to-face course. All that said, **we would advise that you do the VLE as early as possible, so that you can get timely support if you have any issues**.

How to Access The VLE E-learning Modules

Once you login via the [VLE login page](#) (if you do not have login details, you will need to register first via the same page), you will then see a page which has this on the right hand side part of it:



Click on the link that says [Candidate: Enrol on a course or resit](#). You will then see a page that looks like this:

My home → Welcome

Welcome to the ALSG e-learning site

Click on the course type below to begin your initial enrolment:

Paediatrics	Advanced	Acute Medical Emergencies	Critical Care
APLS PLS PRPLS APLS Recertification Poorly Child Pathway	MOET POET	Medicals Tracheostomy	MIMMS HMIMMS MACIMMS MIMMS TP 1-day HMIMMS TP 1-day
Life Support	Trauma	Instructor Training	ALSG Booked
CPRR CPIP	STAR PanSTAR STAR Trust-Based	GIC Human Factors	ATLS BestBets

After this you can then access your courses via the My home link.

Welcome to the ALSG learning site

Candidates: if you cannot see the course you are attending in the course overview on the left of this page, please enrol using the link below:
Candidate: Enrol on a course or resit

Instructors/centres: if you cannot see the course page you need, please contact ALSG.
Book and pay for an ALSG, Manchester course place

PROFILE

Edit your profile

ALSG is a UK registered charity
Registered charity number 1095478
Company Limited by Guarantee number 4580873
[Terms and conditions](#)

FAQS

For help using this site, click on the FAQS:
Candidate : Instructor : Centre : Working Group

COURSES PRE APRIL 2023

Under the 'Paediatrics' column, click on [APLS](#). You will then see a screen like this:

My home → Courses → Courses → APLS

Course categories: Courses / APLS

APLS

APLS 2015

APLS 2014

APLS 2013

APLS 2016

Collapse all

Search courses:

Welcome to the ALSG learning site

Candidates: if you cannot see the course you are attending in the course overview on the left of this page, please enrol using the link below:
Candidate: Enrol on a course or resit

Instructors/centres: if you cannot see the course page you need, please contact ALSG.
Book and pay for an ALSG, Manchester course place

PROFILE

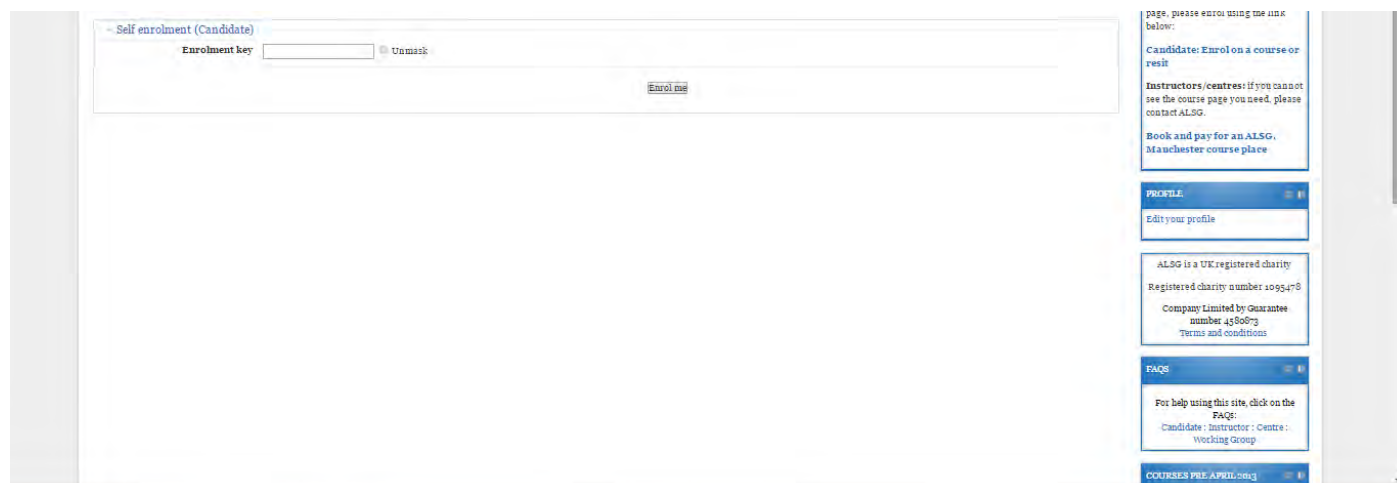
Edit your profile

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FAQS

For help using this site, click on the FAQS:
Candidate : Instructor : Centre : Working Group

Click on the relevant year of your course (e.g. APLS 2016 if you are doing a course in 2016, or APLS 2015 if you are doing a course in 2015). You will then see a list of all the APLS courses available in that year. Go down the list until you find a course that starts off by saying “APLS in Central Scotland on...”. Click on your appropriate Central Scotland course date. You will then see an ‘Enrolment options’ page that looks like this:



Enter in the text box the ENROLMENT KEY that you were sent via e-mail, and then click ‘Enrol me’. You will then be taken to your VLE e-learning modules.

THE VENUE

The course is held at the following location ([click here to see the venue’s website](#)):

Conference Area, 6th Floor
Mercure Glasgow City Hotel
201 Ingram Street, Glasgow, G1 1DQ, United Kingdom.

Candidates are requested to present themselves for registration at 8am on Day 1 in the Banker Suite.

The entire conference area is reserved for the APLS course. A floor plan can be found later in this document.

How to Get There

By Car

From the M8 Westbound: leave the M8 at J15 sign posted Cathedral, Glasgow Cross & A803. At the end of the slip road stay in the left hand lane and continue onto Stirling Road then left onto Cathedral Street. Turn right onto High Street. Follow the road down and turn right onto Ingram Street.

From the M8 Eastbound and Airport: leave the M8 at J15 sign posted Cathedral, Glasgow Cross & A803 right hand lane on the motorway. Join Castle Street at the end of the slip road and continue onto High Street. Follow the road down and turn right onto Ingram Street.

Parking

There are three options:

- **Pre-book your parking via the Paediatric Training website (£7.00 per day)**
You will then be given a space in the Mercure Hotel Car Park which less than 1 minute walk as it is immediately behind the hotel. It costs £7.00 per visit (1 visit = 1 entry + 1 exit out of the car park).
NB: If you have pre-paid for your car parking directly through ourselves (via our Paediatric Training website), you **must** park in the Mercure Hotel Car Park. There are only 15-30 spaces in this car park and therefore parking is on a first come, first served basis.

It is very rare but occasionally there are exceptional circumstances where the car park may be full on the day as a result of unforeseen issues. In such an event, you will need to follow this procedure:

- Park in the NCP Glasshouse Multi-Storey Car Park on Glassford Street.
 - Collect your yellow token on entry into the car park.
 - Mention the parking issue to the Course Co-ordinator at the time of registration on Day 1 of the course. They will make a note of your name and car registration number and inform the hotel.
 - Present your yellow token to the hotel reception before returning to your car. The hotel staff will check against their parking register (which will have been updated by the Course Co-ordinator after the Course Registration at the start of each day).
 - If your name and car registration number is confirmed on the parking register, the hotel staff will then validate your token which will reduce your car park fee from £18.00 to £6.50.
 - Go to the car park and pay the £6.50. Keep the receipt.
 - E-mail the receipt to the Course Co-ordinator via administrator@paediatric-training.com.
 - On receiving your e-mail, the Course Co-ordinator will ensure you are refunded the £6.50 additional parking fee that you have had to pay at the NCP Glasshouse.
- **Pay for your parking yourself, on the day of the course (up to £18.00 per day)**
The NCP Glasshouse Multi-Storey Car Park on Glassford Street is available for this purpose. It is slightly further away from the hotel (3-4 minute walk) and has 545 spaces in this car park (27 disabled). It costs up to £18.00 per visit (1 visit = 1 entry + 1 exit out of the car park). There is a height restriction for vehicles (maximum permitted: 6' 10" or 2.08m)

How to use the Multi-Storey Car Park:

- Enter the car park on your preferred date(s). On entry, take a plastic circular parking token at the car park barrier.
 - Before taking out your car, go to the parking ticket payment machine on the ground floor (there are also other such machines on the upper levels of the car park) and put in your token.
 - The machine will show you how much to pay for your parking. Pay that required amount.
 - After receiving payment, the machine will return your parking token.
 - Take your car to the exit barrier and enter your token into the barrier machine.
 - The exit barrier will lift and you may exit the car park.
- **Street Parking:** 60p per 12 minutes. Maximum stay: 2 hours. No return within: 30 minutes. Free on Sundays (but, consequently, it can be very difficult to find street parking as it is very competitive on Sundays!).

By Air (Flight)

From Glasgow Airport: you can either

- Take a taxi from outside the terminal building (it will cost you approximately £20)
- Take a bus (it will cost you £5 for a return ticket or £3.50 one way)
 - Bus Number 500 goes to Queen Street Station
 - It is a 4 minute walk from Queen Street Station to the Mercure Hotel

From Edinburgh Airport:

- Take a bus (it will cost you £16 for a return ticket or £10 one way)
 - The Citylink Air takes you from Edinburgh Airport to Buchanan Street Bus Station in Glasgow.
 - You can then either walk (11 minutes) or take the bus (numbers 240, 255, 263 or 267) directly to the Mercure Hotel.

By Train

From Glasgow Queen Street Station (for trains within Scotland): It is a 4 minute walk.

- Exit onto George Square (stay on Queen Street).
- Keep walking straight along Queen Street, crossing St. Vincent Place
- Turn left onto Ingram Street.

From Glasgow Central Station (for all other trains): It is a 6 minute walk.

- Exit onto Gordon Street.
- Keep walking straight along Gordon Street until the very end, crossing Union Street and Mitchell Street.
- Turn left onto Buchanan Street.
- Take the first right onto Royal Bank Place.
- On approaching Royal Exchange Square, follow the curve left
- Walk along Royal Exchange Square until you reach Queen Street.
- Turn right onto Queen Street.
- Take the first left onto Ingram Street.

From Argyle Station (for low level trains): It is a 4 minute walk.

- Exit onto Argyle Street.
- Turn left on Argyle Street.
- Take the first right onto Miller Street.
- Take the second right onto Ingram Street.

By Underground

From Buchanan Street Underground Station: It is a 4 minute walk.

- Exit onto George Square (stay on Queen Street).
- Keep walking straight along Queen Street, crossing St. Vincent Place
- Turn left onto Ingram Street.

By Bus

National buses (from all over the UK) go to Buchanan Bus Station, which is an 11 minute (0.5 mile) walk to the venue.

The following local buses stop outside the Mercure Hotel:

- The One
- simpliCITY bus numbers: 2, 6, 7, 7A, 18, 60, 60A, 61, 75, **240**
- Glasgow bus numbers: 1A, 1B, 1C, 1E, 21, **255, 263, 267**

The bus numbers in red will take you from Buchanan Bus Station to the Mercure Hotel. Useful links:

- [Click here for the Glasgow City Centre Bus Network Map.](#)
- [Click here for the Glasgow Bus Network Map.](#)
- [Click here to see simpliCITY bus maps & timetables.](#)

Map of the Locality

[Click here for a local map.](#)

Nearby Attractions

- Argyle Street, Buchanan Street and Sauchiehall Street where you can shop till you drop!
- SSE Hydro Arena
- SECC Conference Centre
- Hampden Stadium
- Kelvingrove Museum
- Gallery of Modern Art

Accommodation & Meals

The [Mercure Glasgow City Hotel](#) has 91 rooms. Accommodation includes: bed, en suite bathroom, in room safe, flat screen TV, high speed (unlimited) WiFi, hairdryer, iron and ironing board, trouser press and tea/coffee making facilities. It is a 3 star hotel so please do not expect anything too fancy!

We have found from past courses that, as the course has early start times and Day 1 is a quite a long day, candidates often are quite tired and the convenience of on-site accommodation has helped them considerably. Therefore, in order to make life easier for our course delegates, **we have negotiated on-site accommodation and meals at a preferential rate. If you wish to avail yourself of this, please contact our team on 0141 35 65 999 to book and pay by card over the telephone.**

We appreciate that our delegates come from all over the world and may wish to stay longer than the 2 days for the course itself. We have an agreement with the hotel that the same discounted/preferential rates will be extended to you if you wish to book an extended stay before or after the course dates (e.g. for one week). This is, of course, subject to availability.

Course delegates

We have discounted rates for our course delegates: **£99 per day** (in addition to the course booking fee). This includes:

- **Dinner in the evening**
- **Overnight accommodation**
- **Breakfast in the morning** (NB: On Day 1 of the course, registration closes at 08:30am. We therefore strongly advise you to commence your breakfast as soon as the restaurant opens at 08:00am)

In addition to the above, ALL course delegates will receive during the course: a hot buffet lunch + tea, coffee and light refreshments.

Partners/family members of course delegates

We have preferential rates for partners/family members: **£49.50 per day*** (this is in addition to the accommodation fee paid by the course delegate) if sharing a room with the course delegate. This includes:

- Dinner in the evening
- Overnight accommodation
- Breakfast in the morning

Guests of course delegates

We have preferential rates for guests: **£114.50 per day** (separate room from the course delegate). This includes:

- Dinner in the evening
- Overnight accommodation
- Breakfast in the morning

Points to note regarding accommodation and meals

1. The following should be noted regarding the fees paid for accommodation and meals:
 - a. Alcoholic drinks are not included in the fees paid. Such costs are construed as an 'excess'.
 - b. Porterage, Room Service, Tray Charges and Laundry Service are not included in the fees paid. Such costs are construed as an 'excess'.
 - c. The budget for dinner is limited to £18 per person. Any cost incurred beyond £18 for a particular dinner is construed as an 'excess'.
 - d. The prices listed above are fixed and non-refundable, irrespective of whether an individual chooses to have dinner and/or breakfast.
 - e. Any 'excess' costs incurred by the delegate, as a result of items 1a-1c listed above, shall be payable separately by the delegate directly to the hotel. The delegate should keep a receipt of such payments and provide a copy to the Course Administration Team, if requested to do so.
 - f. If the 'excess' costs incurred by the delegate, as a result of items 1a-1c listed above, have not been paid separately by the delegate directly to the hotel then the hotel may bill the Course Administration Team for such excess costs. In such an event, the Course Administration Team shall be entitled to recover the payment, for such excess costs plus an administration fee, from the delegate after the course. Failure to pay such excess costs may render a delegate's Course Certification suspended until such bills are cleared.
2. Special dietary requirements can be accommodated (halal, kosher, gluten free, vegetarian, vegan etc.) – please put your requirements in the comments section at the time of the booking. If more than 4 weeks' notice is given, we shall endeavour to accommodate your special dietary requirements.
3. All residential rates are subject to accommodation/room availability. If accommodation is not available at the Mercure Hotel, you will be fully refunded (minus any course booking fee for delegates).
4. If a twin or double room is required, this must be stated at the time of the booking.

How to book accommodation and parking

Our website (www.paediatric-training.com) is in the process of being upgraded so that, in future, bookings for accommodation and/or parking may be done online. In the meantime, if you wish to book through us, you may book accommodation and/or parking by contacting 0141 35 65 999 and paying by card over the telephone.

Conference Facilities

We have booked the entire Conference Area for the APLS course. Take the lift (elevator) to the 6th floor and turn left to enter the conference area. Registration is held in the Banker Suite at 8am on Day 1.

Valuables

Although the conference area should not be accessible to anyone other than APLS course delegates/faculty and hotel housekeeping staff, the APLS course (and the hotel) cannot accept responsibility for the safety of any of your valuables. It is the responsibility of the person who owns the valuables to ensure their safety and security.

Housekeeping

During the APLS course, if you have any difficulties in any part of the conference area please do not hesitate to speak to a member of the Faculty or the Course Co-ordinator(s). They have rapid telephone access to the Housekeeping Staff who will promptly attend to assist with your needs.

Health and Safety

All areas of the hotel are non-smoking.

The fire alarm is only tested on Tuesdays at 11:00 am.

- If you are attending one of our weekend APLS courses (Sat/Sun), this should not bother you.
- If you are attending one of our weekday APLS courses (Tue/Wed), please be aware of the fire alarm test.

If the alarm goes off (outwith testing times), please evacuate using the nearest fire escape. During training sessions, please be guided by the Faculty who are teaching you. The Fire Assembly Point is at the rear of the hotel beside the car park. You will find below a floor plan of the conference area showing Emergency Exit Routes.

Internet

Wireless internet is available for our APLS delegates as part of our conference package.

- Scan for Wireless Networks
- Connect to 'Mercure-WiFi'
- Launch the Internet Browser
- Enter your e-mail address
- Tick the box to accept the terms and conditions
- Click Submit

Refreshments

Welcome tea, coffee and biscuits are available during registration on Day 1.

Unlimited tea, coffee and specialty beverages are available throughout the course.

Further light refreshments will be served mid-morning and mid-afternoon on both Day 1 and Day 2.

Lunch

This is served in the communal breakout area and is a hot buffet meal. There will be meat, vegetable and fish options to cater for a variety of tastes and dietary preferences.

As we have a mixture of delegates from different ethnic and religious backgrounds, we have ensured that all meat is halal, alcohol free and does not contain pork. For those of you who have further dietary needs (e.g. gluten free, dairy free etc.) please let us know at the time of your booking and we will be happy to accommodate your needs.

Toilets

These are in the conference area itself, opposite the Miller Suite, as you enter from the main staircase/lifts.

Special Needs

If you have any special needs, please inform the course administrator what gestation you are at the time of booking the course. Although we try to support candidates as much as possible, we do have limits to our funding and facilities. The decision to accept such a candidate onto the course is therefore made on a case-by-case basis. Here are examples of candidates with special needs who have successfully completed our course in the past:

Disabled Access

The venue has the following features to support our disabled delegates/guests:

- Accessible entrance for disabled guests
- Wheelchair access throughout most of the hotel
- Specially adapted bedrooms
- A lift that goes to the 6th Floor (conference area, where the course will be held)

Pregnancy

If you are pregnant, please inform the course administrator what gestation you are at the time of booking the course. Although we try to support candidates as much as possible, for health and safety reasons we may sometimes recommend that you book a later course after the pregnancy period. This is because the course days are quite long and may be difficult, particularly for those in the last trimester or those who have medical complications during their pregnancy. The decision to accept a pregnant candidate onto the course is therefore made on a case-by-case basis. You may be requested for a letter from your GP or obstetrician to confirm that you are in sufficiently good health to be able to undertake the course.

Breastfeeding

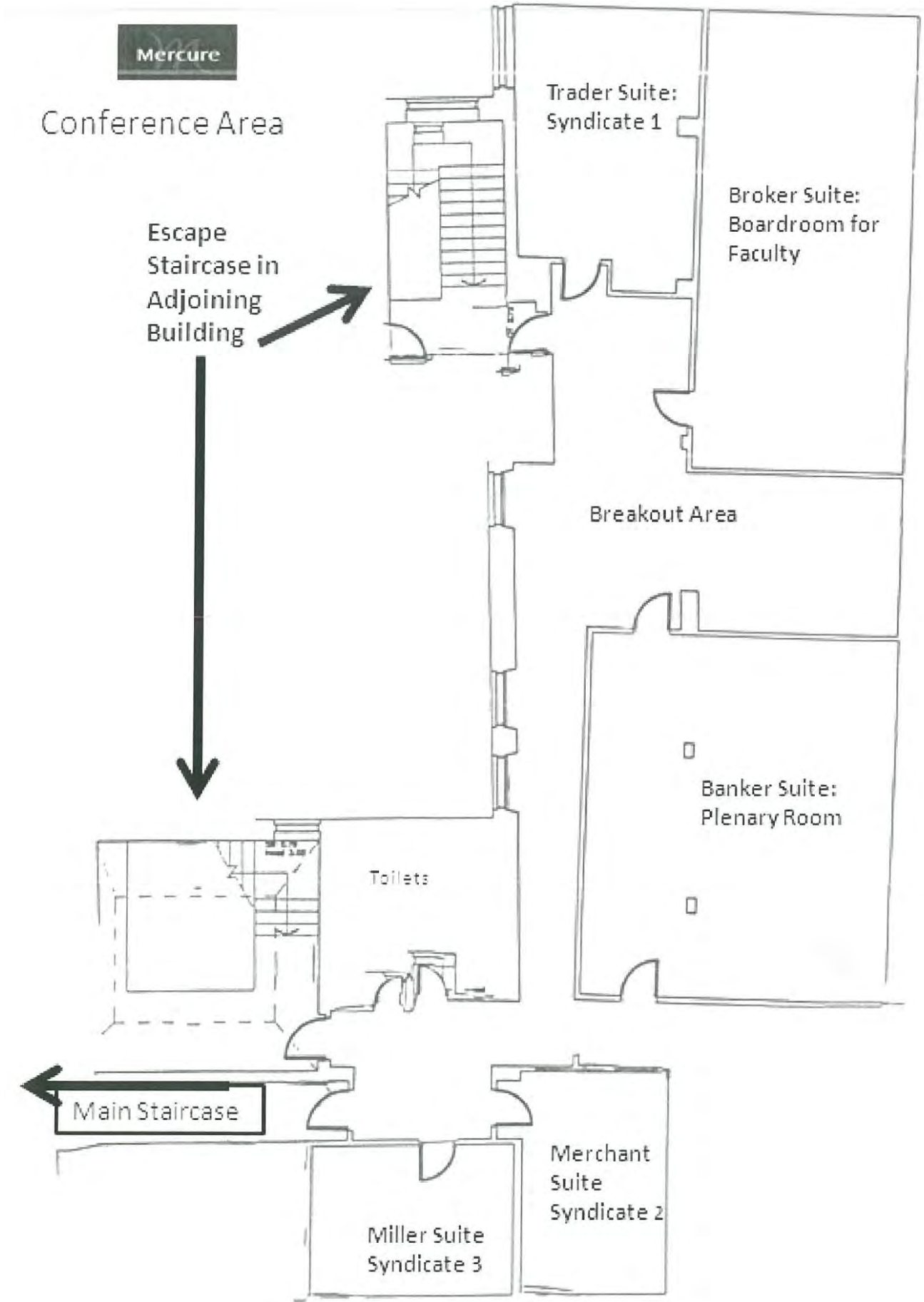
If you are breastfeeding, please inform the course administrator at the time of booking the course. As long as the ALSG course regulations are met (i.e. you are not late for nor do you miss any session within the face-to-face course), we are very keen to try and support breastfeeding candidates. We usually have a room set up and made available in the conference area itself for such purposes, but not always. If we *do* have such a room or facility for breastfeeding we will be very happy to support you during the course. If we do not have any such rooms or facilities for breastfeeding within the conference area, we will give you the option to book on a later course when we do have such facilities available. Alternatively, you may make arrangements directly with the venue itself (Mercure Glasgow City Hotel), where we are holding the course, to facilitate your breastfeeding.

Prayer Room or Quiet Room

Subject to availability, a room shall be set aside for candidates who wish to have a place for contemplation, reflection or prayer. We sometimes also have prayer mats available for those who request them.

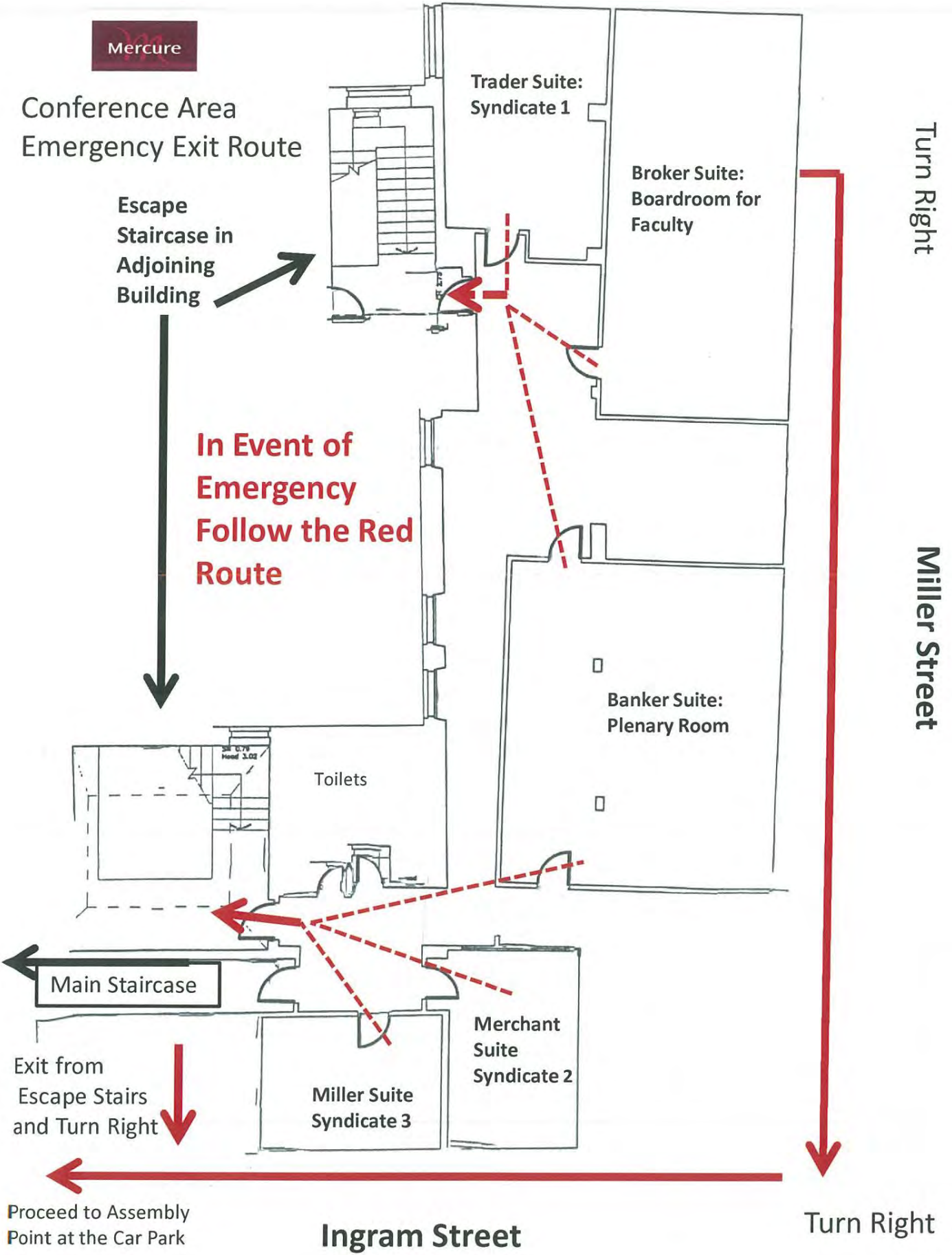
Floor Plan

Below is a floor plan of the conference area on the 6th Floor of the Mercure Hotel:



Emergency Exit Routes

Below is a floor plan of the conference area on the 6th Floor of the Mercure Hotel, showing the emergency exit routes:



DURING THE COURSE

PARTICIPATION

Attendance

Under ALSG regulations, it is mandatory to attend all parts of the course. Even if you miss part of a session, workshop etc. you may receive an 'incomplete' and not be offered an APLS Provider certificate, irrespective of how well you do in the final testing.

Timekeeping

For the above reason, please ensure you are on time for all sessions. At this point we would like to apologise in advance for the time that the Faculty meetings take. We will try our best to keep to time too but the Faculty meetings can take a variable length of time, as we focus on the needs of the candidates (which can never be fully ascertained until the course). We therefore thank you in advance for your patience with this aspect of the course.

The Candidates

These are healthcare professionals who range from medical, nursing and allied healthcare professionals. To preserve the quality of the learning experience, you will be in groups of 8 people or less. In keeping with ALSG guidance, you will be in the same group throughout the course (particularly for simulation practice). You will be allocated several mentors on a group basis, rather than on an individual basis. This is done intentionally as a candidate may find a particular mentor more attuned to their needs than another mentor. To therefore restrict a candidate to a specific mentor precludes this flexibility. If you would like more one-to-one feedback, please ask!

The Faculty

These are healthcare professionals who have been 'handpicked' to offer you excellent depth and breadth of expertise. We try to source individuals spanning experience in Paediatrics/Neonatology, Emergency Medicine, Anaesthetics/Intensive Care and Surgery/Trauma. The Faculty are there not only to teach you but to help, mentor and support you. Please use them as a resource – particularly if there is an area you are not confident in and would like more practice etc. They too were APLS candidates, once-upon-a-time, and so know what you are going through!

The Experience

The secret to a successful APLS course is to try and enjoy yourself. Treat it with both a bit of realism and imagination, keeping in mind that you are working with low-fidelity simulation manikins! We tend to find that the more you put into the course, the more you get out of it.

THE COURSE PROGRAMME

This is subject to amendments and so is available online by logging in to the www.paediatric-training.com website as a 'member' using the login details you set up when applied for a candidate placement. Broadly speaking, the face-to-face course is divided thus:

- **Day 1 (08:00 – 19:30 hours)**
 - Morning: Serious Illness
 - Afternoon: Trauma
- **Day 2 (08:00 – 18:00 hours)**
 - Morning: Resuscitation & Cardiac
 - Afternoon: Additional Simulation Practice

ASSESSMENT

Expected Levels of Performance

Candidates are expected to demonstrate the knowledge and skills required to manage critically ill or injured children within the first hour of care.

There are two components to the assessment for APLS course certification:

- Pre-course assessment ('e-learning' component)
- In-course assessment ('face-to-face' component)

E-Learning Component

On the VLE, candidates must complete all 17 e-modules **and** score at least 4 correct answers in each of the assessment modules. Failure to do so will render the candidate ineligible to undertake the face-to-face component of the course as a provider. In such an event, they may still attend as an observer (at the discretion of the Course Director).

Face-to-Face Component

There is continuous assessment throughout the face-to-face course. As the aim of the course is raise the standards of knowledge, skill and clinical practice, continuous assessment allows the faculty to identify early any areas of a candidate's practice that is need of further development. In doing so, additional practice and support may be offered to such candidates.

During each station, teaching is given by the faculty and candidates are scored on the standard to which they have retained this knowledge or skill or has integrated this teaching into their practice. Such performance is then scored on the following scale:

Score	What the score means for...	
	Technical Skills	Non-Technical Skills
5	Exceeds course expectations	Effective team leader and effective team member
4	Meets course expectations	Effective team member
3	Below course expectations	Ineffective team leader or team member
2	Serious concern	Serious concern
1	Did not attend	Did not attend

There are 10 teaching stations that are scored in this manner:

1. Airway management
2. Basic Life Support
3. Cardiac arrest rhythms and defibrillation
4. Vascular access and fluids
5. Chest procedures
6. Stabilisation
7. Core Serious illness simulation(s)
8. Core Trauma simulation(s)
9. Core Cardiac simulation(s)
10. Additional Illness, Injury and Cardiac simulation(s)

If a candidate scores 2 or 3 in a particular station, if time allows during the course, they will be offered additional teaching or practice to help them raise the standard of their knowledge, skill or practice.

AFTER THE COURSE

COURSE OUTCOMES

System of Global Assessment

Candidates are awarded a final result based on a 'global assessment' of the standards of knowledge, skill and practice that they have demonstrated on each of the teaching stations in the course. Global assessment outcomes are one of the following:

- Exceeds Course Expectations = Candidate's performance exceeds the expected level for a provider
- Meets Course Expectations = Candidate's performance is at the expected level for a provider
- Below Course Expectations = Candidate's performance is not at the expected level for a provider and they require further support to reach the expected standard

How Global Assessment Outcomes are Determined

The global assessment outcomes are determined by the following method:

Global Assessment Outcome	That outcome is awarded if a candidate...
Exceeds Course Expectations	Achieves a mode (most frequent) score on teachings stations of 5 with no exceptions*
Meets Course Expectations	Achieves a mode (most frequent) score on teachings stations of 4 with no exceptions*
Below Course Expectations	Achieves a score of 2 or 3 on one or more teaching stations (see exceptions*)
Incomplete Attendance	Achieves a score of 1 on one or more teaching stations

* Exceptions are defined as any of the following:

- **A score of 1 on a teaching station** means that that candidate must attend that station on another course if they wish to achieve a global assessment of 'meets course expectations'.
- **A score of 2 on a teaching station**, even after additional teaching or practice (and review by an instructor), means that that candidate is awarded a global assessment of 'serious concern'.
- **A score of 3 on no more than two teaching stations**, even after additional teaching or practice (and review by an instructor), means that that candidate must redo that station/those stations on a future course and, if they achieve the required standard at that time, they will then be awarded a global assessment of 'meets course expectations'.
- **A score of 3 on three or more teaching stations**, even after additional teaching or practice (and review by an instructor), means that that candidate will be awarded a global assessment of 'below course expectations' and will need to repeat the full course.

INSTRUCTORSHIP

Invitations to become an instructor

Please let your course mentor know (early on in the course) that you would be interested in becoming an instructor. However, you should bear in mind that the decision to recommend (or not recommend) a candidate to become an instructor is made by the faculty as a whole body – instructorship cannot be demanded or requested by the candidate themselves. The faculty make this decision after observing the candidate's qualities and abilities over the entire period of 2 days. Therefore, instructorship may only be considered for candidates undertaking the full provider course. Observers and Recertification Candidates are not eligible.

How suitability for instructorship is determined

Candidate scores on individual teaching stations do not impact directly on instructor potential recommendations. This is because the faculty is looking for individuals who demonstrate (in the faculty's opinion) the qualities of a good teacher – they are not simply looking for someone who is *technically* very good. However, such candidates will have to achieve a global assessment of 'meets course expectations', prior to doing the GIC, if they are recommended for instructorship.

The criteria which the faculty uses to identify candidates with 'Instructor Potential' (IP) are:

- Communication skills
- Enthusiasm for the course
- Credibility
- Team working
- Supportive qualities

We are unable to provide more detail than this as any further information may bias a person's conduct and performance and invalidate the instructor potential assessment process.

If you have not been invited to become an instructor at the end of the course, despite your desire to become an instructor, we appreciate you may feel disappointed. However, we regret that we are unable to provide any feedback on why you have not been invited to become an instructor as, to do so, may also bias the conduct and performance of candidates at future courses and hence invalidate the instructor potential assessment process.

Process of becoming an instructor

If you are one of the privileged few to have been offered IP status, you will then need to undergo the following steps:

1. **Teacher training.** This is done through a 'Generic Instructor Course' (GIC). It is a 3 day course (1 day VLE + 2 days F2F). There is a cost attached to this. Please note: GIC placements are 'stream specific'. In other words some GIC centres will cater for IPs coming from the APLS stream, some will cater for the NLS stream etc. You need to attend a GIC that caters for the APLS stream. **The GIC must be completed within 2 years of being IP'd otherwise the offer of instructorship is lost.** After completion of the GIC, your status is upgraded to 'Instructor Candidate' (IC). **The onus is on the individual to contact the ALSG for a list of suitable forthcoming GIC courses available – we at the Central Scotland course centre do not hold this list.**
2. **Supervised teaching practice.** An IC is a 'trainee instructor'. In other words, you have been given the educational theory to be an instructor, but now need to apply it in actual teaching practice. This is done by attending APLS courses, as a member of the teaching faculty, but in a supervised trainee instructor capacity. Such course attendance is free. The first course you do this on, you are known as an IC1. The second course do this on, you are known as an IC2 etc. During such IC placements, your teaching is not only supported, supervised and mentored but it is also assessed. **The IC placements must be completed within 2 years of the GIC date otherwise the offer of instructorship is lost.** If you reach a satisfactory standard of teaching quality within the 2 year period, your status will be upgraded to 'Full Instructor' (FI) status. **Again, the onus is on the individual to contact the ALSG for a list of suitable forthcoming APLS courses available – we at the Central Scotland course centre do not hold this list.**

Maintaining instructor status

In order to retain your FI status, you will need to:

1. **Teach on at least 3 courses in every 2 year cycle.** Such attendance is free and your travel and accommodation expenses will usually be covered by the course centres at which you teach.
2. **Do online instructor VLE modules at least once every 2 years.** This is to ensure that you keep your knowledge and skills up to date. This facility for CPD (continuing professional development) is free.
3. **Have your teaching standards and quality reassessed every 4 years.** This is done as a 'Recertifying Instructor' (RI). RI's teach as a full faculty member but have their teaching assessment by an independent experienced instructor.

GOOD NEWS! You do not need to pay and undertake an APLS course as a provider for as long as you keep your instructor status up-to-date in the above manner.

FEEDBACK

We ask all candidates to leave feedback on BOTH [ALSG](#) & [Central Scotland](#) websites. The feedback is anonymous.

RECEIPTS

- Receipts for payments made in relation to the APLS course(s) held at the Central Scotland course centre may only be made on submission of a written request to [the administrator](#).
- Receipts may only be issued 1 calendar week after any payment has been fully processed and the APLS course has been completed (whichever is the latter).

GETTING YOUR APLS CERTIFICATE

This is downloadable from the VLE after the following steps have been completed:

- Online feedback has been submitted. This is up to you.
- The course director's report has been submitted. Regulations allow up to 4 weeks for this step to be completed.
- ALSG has processed all the candidate results and reviewed/accepted the course director's report. Regulations allow up to a further 4 weeks for this step to be completed.

In keeping with [ALSG guidance](#), therefore, please allow up to 8 weeks (after course completion) before trying to download your certificate. If it is absolutely imperative that you receive your certificate earlier than that (e.g. you are applying for a job or GMC specialist registration), we would advise that you find an earlier alternative course to book on as we cannot guarantee any faster a timeline than those advised by ALSG.

Please do not contact the administrators at the course centre (Central Scotland) as they have no control over the VLE. If you are having difficulties downloading your certificate, please contact ALSG (enquiries@alsg.org).

CPD (OR CME) CERTIFICATES

The College of Emergency Medicine has approved the course, awarding it 12 CPD (Continuing Professional Development) points. We do not routinely provide CPD certificates. In keeping with ALSG guidance: if a healthcare professional finds that a course (or part of a course) is useful, they can count it as CPD with one CPD credit for one hour of relevant educational activity (excluding meal breaks etc). If a doctor attends a course and finds that it was of no educational value, it should not be counted as CPD. Please contact your professional body for further information.

APPEAL FOR DONATIONS OF EQUIPMENT

We appreciate that the course fee is not insignificant. We wish it were otherwise, of course, as we want to make the course accessible to as many healthcare professionals as possible. The more people that are trained, the greater the chance of saving the lives of sick babies and children. This is why we (and the faculty) have invested so much time and energy in supporting this course.

Unfortunately, one of the reasons for the price of the course is the cost of the equipment. Much of the training equipment and consumables are highly specialised and hence very expensive. Our fear is that the cost of such equipment will continue to rise every year, pushing up the cost of the course too. We want to avoid this happening as much as we can.

We therefore would like to make an appeal to all our course participants – **if you have any equipment that is either out of date** (and hence cannot be used for clinical patient care) **or that your department no longer needs – please do not throw it away. Kindly donate it to us** and we can put it to good use: to advance the education and training of doctors, nurses and other healthcare professionals who care for sick babies and children.

If you would like to know what sort of equipment we are in greatest need of, please ask the course director or e-mail administrator@paediatric-training.com. To give some idea, here are examples of things people have donated in the past: paediatric chest drains, intravenous cannulae, intraosseous needles and drills, IV extension sets, syringes, three way taps, manikins, defibrillators.

What we are in need of are:

- **Laryngoscope blades** (especially Macintosh size 1 or 2 and Seward size 2 blades)
- **Stylets** (especially neonatal 2.0mm)
- **Guedel/oropharyngeal airways** (especially size 5.5, 6.0, 6.5, 7.0, 9.0, 10.0)
- **Tracheostomy neck ties**
- **Portex Emergency Cricothyroidotomy Kits**
- **Scissors** (straight)
- **Antibacterial wipes**
- **Spare bulbs** (for laryngoscopes)
- **Pigtail paediatric chest drains**
- **Syringes** (especially 5ml)
- **Suture kits** (surgical needle and thread)
- **Defibrillation pads**
- **Pre-filled syringes** (especially glucagon, but also need amiodarone, adrenaline and atropine)

Thank you for your kind support!