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Addysg a Gwella Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)

### **ALS Guidance Notes**

The Wales Foundation School provides funding for all Foundation doctors in a recognised 2-year Foundation Training Programme to complete the ALS course.

This document will provide advice and guidance on the ALS course within the Wales Foundation School to Foundation Doctors, PG Centres and Resuscitation centres.

This document should be read in conjunction with the All Wales Study leave policy – January 2015 and the study leave policy addendum issued on 23<sup>rd</sup> September 2020.

#### **When do Foundation Doctor do the ALS training course?**

In Wales ALS is a sign off requirement for the Foundation year 1 trainee doctors. Where possible local health boards will incorporate the ALS course as part of an F1's shadowing/induction programme. If they are unable to run this course during this time period then they will hold the course as soon as possible in the F1 year.

The Wales Foundation School will only provide funding for courses that are held *on or after the first day of the shadowing period*. Any ALS courses held prior to this will not be funded and the health board or trainee will need to cover the cost of the course. \*

#### **What if I am unable to attend the course I am scheduled to attend?**

If you are unable to attend the course you must contact your local Postgraduate Centre and course provider, as soon as possible and let them know that you are unable to attend. Please be aware that if you have booked a place on an ALS course but do not attend, the course providers are able to charge for that place and you will need to fund the subsequent course yourself.

If you need to attend the ALS course and you are due to work then F1's are entitled up to 2 days study leave to attend and complete the course. This study leave must be booked in accordance to the study leave policy and must be agreed by your Educational Supervisor and Postgraduate Centre.

If you complete your ALS course during the shadowing period or on a non-working day then you will still need to apply for, and use, study leave for this. Any study leave reserved for the ALS course is not transferable and cannot be used for anything else. You will be entitled to lieu time for attending the course over the weekend.

#### **How much does the course cost?**

Course costs for ALS do vary however the Wales Foundation School will fund £400 per Foundation Doctor towards the cost of the course. If you attend a course which costs more than £400 then you will have to cover any additional costs yourself. The Foundation School will only provide funding once for each trainee during their foundation training in Wales.

### **Resuscitation Centres/Health Boards - How to process invoices?**

Some resuscitation centres will invoice the Wales Foundation School directly this means that foundation doctors will not need to pay for the ALS course up front. All resuscitation centres or local health boards should send all invoices with a signed list of attendees, to the following address:

**Wales Foundation School  
HEIW  
Ty Dysgu  
Nantgarw  
Cefn Coed,  
Nantgarw, CF15 7QQ**

***Please note any invoices received without a signed list of attendees will not be processed. All invoices must be sent within 1 month of the course being held. The invoice must have the date of when the ALS course took place otherwise the invoice will not be processed.***

### **Foundation Doctors – How do I claim my ALS Course fees?**

If you have paid for the course yourself then you will need to complete a claim form and provide a receipt as proof of payment. We will need original documentation and signatures on the forms. These must be sent to the address above and must also be sent within 1 month of the course being held.

### **How do I record that I have attended the ALS Course?**

Once you have passed the course you will be provided with an ALS certificate. You must upload a copy of this into your ePortfolio in to the certificates section. If you have any issues doing this then please contact your local Postgraduate Centre or ePortfolio technical support.

### **When do I need to do my ALS course?**

It is recommended that all Foundation year 1 doctors complete the course in the first 4 months of their training as employers have found this to be beneficial for trainees.

If however you are unable to then as long as you have completed the course before your ARCP (May/June) then this should not be an issue.

### **Where can I do my ALS course?**

The local health board you have been appointed to will usually arrange for you to be signed up to an ALS course within the first 4 months of your F1 training.

If, however, you are unable to attend the course you have been allocated to then you must enrol on another course, on a date and time that you are able to attend. Please note you must advise your postgraduate centre and resuscitation centre that you are unable to attend.

Please note you may have to cover the cost of the course and claim this back yourself if you do not attend the one organised by the health board. You can claim a maximum of £400 for the course anything over this amount you will have to cover the difference.

To find other centres where ALS courses are run please go to: <https://www.resus.org.uk>

### **What happens if I need extra time to complete my foundation training and my ALS certificate is going to expire?**

If your ALS certificate is due to expire then you will need to book in to do the course again, having an ALS certificate is a requirement of both F1 and F2 sign off in Wales. Therefore if you do not have a valid ALS certificate in your ePortfolio you will not be signed off for that foundation year.

The Wales Foundation School will only fund for each trainee to complete the course once in their foundation programme. Therefore if your certificate expires due to your requiring additional time then you must pay for the course yourself.

**What if I need to re-sit the ALS course?**

If you fail your ALS course then you will need to book in to do the course again as having an up to date ALS certificate is a requirement for both F1 and F2 sign off in Wales.

The Wales Foundation School will only fund for each F1 trainee to complete the course once in their F1 year. Therefore if you fail you must pay for the course yourself.

**What do I do if I am appointed to a Locum Appointment for Service (LAS) F1/F2 post?**

The Wales Foundation School only provides funding for Foundation doctors who are on a recognised 2 year training programme. Unfortunately, funding is not provided for LAS doctors in F1 or F2 posts.

**What do I do if my post has been converted from a Locum Appointment for Service (LAS) post to a Locum Appointment for Training (LAT) post?**

Unfortunately, The Wales Foundation School will not provide funding for your ALS training unless you are on a recognised 2 year training programme.

**Who should I contact if I have any other queries?**

Should you have any further enquires on how to claim or require any assistance on completing the claim form then please contact the Wales Foundation School. Contact details are as follows:

E-mail – [HEIW.FoundationSchool@wales.nhs.uk](mailto:HEIW.FoundationSchool@wales.nhs.uk)

\*Due to the covid-19 crisis the Wales Foundation School will allow trainees to complete the ALS course in the FiY1 period in 2020.