Singapore Resuscitation and First Aid Council

ACCREDITATION GUIDE for

Standard First Aid/Child First Aid Training Centre (SFA/CFA TC)

Important Notes:

Applicant TC for SFA must be:	Applicant TC for CFA must be:
✓ an accredited CPR+AED Provider TC **OR** ✓ an accredited BCLS+AED Provider TC	✓ an accredited BCLS+AED Provider TC **AND** ✓ an accredited SFA Provider TC

1. Training Centres applying for new or renewal accreditation for SFA/CFA from 1st April 2020 onwards are to align their course materials with the respective new syllabus outlines. The rest of the TCs will need to align and implement the new SFA/CFA syllabus by 1st June 2020.

2. Audit Fee: S$535.00 (inclusive of GST) per audit, payable upon completion of audit application. Training centre which fails the first audit is required to pay for each subsequent audit. Institutions under SingHealth only need to pay S$500 (without GST) due to Group GST Registration.

3. Please submit cheque payable to "Singapore General Hospital Pte Ltd" and mail to:

   Singapore Resuscitation and First Aid Council
   SingHealth Tower (Outram Community Hospital)
   10 Hospital Boulevard, Level 5,
   Singapore 168582

10 Audit will not proceed and/or the accreditation fee forfeited, if:
   a. the class is cancelled without informing SRFAC at least 1 week in advance
   b. the class does not start within 30 minutes from the stated commencement time

11 There should be at least 3 learners to form a class for the accreditation audit.

12 Accreditation validity of 2 years will start from:
   a. the approval date (for new TC accreditation); OR
   b. the following calendar day after the current validity expires (for TC renewal accreditation)

13 Provider TCs will need to provide 1 date when seeking new accreditation and 3 dates for renewal accreditation.

14 TCs offering to provide E-learning packages for Standard First Aid and Child First Aid courses are recommended to seek approval with Skillsfuture Singapore (SSG) for the E-learning track to ensure consistency in the delivery of the course.

15 It is recommended to start the renewal accreditation application 3 months before its expiry. There should be a period of at least 3 weeks from the date of application (based on complete submission of required documents via SRFAC website) to the earliest audit date provided.

16 Renewal audit completed after the accreditation status has lapsed, will be backdated to the stated expiry date. Accreditation status is non-transferrable.

Part A – Document Submission Checklist

(For reference and audit preparation - do not send to SRFAC)

No.	Documents required for online submission	Note	Remarks
01	Course schedule / Time-table		
02	Learner Guide / Training Manual / Presentation slides		
03	At least two (2) different sets of theory assessment papers (serialised) are used in the course, passing mark is set at 80% and up to three (3) attempts are allowed for each learner. *Documents to be merged into one PDF before submission.*	**Please apply online at www.srfac.sg**	
04	Practical assessment checklist allows up to three (3) attempts for each learner. *Documents to be merged into one PDF before submission.*		
05	Evaluation Form clearly indicates the type of course, date and evaluates the following, but not limited to: ➤ Instructor's preparation, knowledge, methods, engagement and time management ➤ Availability of training materials, content is up to date, equipment is clean, course was conducted on-time and training objectives were met ➤ Training Centre's layout, hygiene/safety, lighting, tables and chairs	**Follow-up with hard copy (if files exceed 5MB) to SRFAC** **Please submit payment cheque to SRFAC after completion of audit application** **There should be no further changes to any of the documents once submitted**	
06	Record of disinfection/maintenance of manikins		
07	Up-to-date CVs and copies of relevant certificates of all training staff (Full-time and free-lance/associate) appointed/engaged by Training Centre (up to past two years' records) *Documents to be merged into one PDF before submission.*		
08	**SFA accreditation track only** Program Director of the SFA TC has a valid SFA Provider certificate (or higher). **CFA accreditation track only** Program Director of the CFA TC has a valid CFA Provider certificate (or higher).		

Part B – Audit Preparation

(For reference and audit preparation - do not send to SRFAC)

No.	Documents/Preparation	Remarks
01	Record of Learners receiving their Guide/Handbook before the course start date.	
02	The following is on display or presented during the course: ➢ Health and Safety brief for learners ➢ Evacuation exits/routes and assembly area ➢ TC ground rules ➢ TC contact details ➢ Policy on use of mobile devices, photo/video taking during class ➢ Course eligibility, certification and appeal (due to dispute of assessment outcome) process	
03	All theory and practical lessons comply with the latest SRFAC standards and guidelines.	
04	TC adhere to the training ratio of: ➢ No more than 18 learners per class. ➢ 1 Instructor (minimum) to 1 Manikin (minimum) to 6 Learners (maximum) for practical sessions involving CPR/BCLS and AED topics. Chief Instructor may participate in CPR/BCLS and AED practical session as an Instructor, if there are up to 2 practical groups in the class, however, such an arrangement will not be applicable during accreditation audit.	
05	**SFA accreditation track only** Standard First Aid practical assessment must comprise of the following: ➢ Adult CPR(Hands-Only)+AED ➢ Adult Conscious and Unconscious FBAO ➢ Bandaging (1 X Bleeding Wound and 1 X Fracture) ➢ Application of Tourniquet ➢ Administration of Adrenaline Auto-Injector and MDI with Spacer **CFA accreditation track only (From 1st June 2020)** Child First Aid practical assessment must comprise of the following: ➢ BCLS+AED ➢ Bandaging (1 X Bleeding Wound and 1 X Fracture) ➢ Application of Tourniquet ➢ Administration of Adrenaline Auto-Injector and MDI with Spacer and facemask	
06	**SFA accreditation track only** Standard First Aid theory assessment must comprise of the following: ➢ At least 20 questions on Standard First Aid ➢ At least 10 questions on CPR(Hands-Only)+AED **CFA accreditation track only (From 1st June 2020)**	

	Child First Aid theory assessment must comprise of the following: ➢ At least 20 questions on Standard First Aid ➢ At least 20 questions on BCLS+AED ➢ At least 10 questions on Child First Aid	
07	All theory assessment question papers (serialized) are secured after every course and must not be in the learner's possession after the course.	
08	Course feedback is gathered at the end of the course (either paper or online) and clearly indicates the course type, date, course reference number Areas evaluated include: ➢ Instructor's preparation, knowledge, methods, engagement and time management ➢ Availability of training materials, content is up to date, equipment is clean, course was conducted on-time and training objectives were met ➢ Training Centre's layout, hygiene/safety, refreshment/toilets, lighting, tables and chairs, comfort level ➢ Space for further comments *Provide the print version of online feedback form for audit.*	
09	Training venue has the following requirements: ➢ Adequate lighting and ventilation ➢ Adequate space for practical session (does not obstruct public areas such as stairwells, corridors, walkways or lobby) ➢ Secure storage for assessment papers within the Centre	
10	**SFA accreditation track only** Specific manikins are required to be used for CPR(Hands-Only)+AED practical assessment of one rescuer CPR, as well as Automated External Defibrillator (AED) trainer sets in good working condition to be used during the respective course. ** See "SRFAC BCLS+AED and CPR+AED Manikin Specification" document* Training centre should also have following for training and practical test: ➢ Adrenaline Auto-Injector training set ➢ Metered Dose Inhaler training set with Spacer **CFA accreditation track only** Specific manikins are required to be used for BCLS+AED practical assessment of one rescuer CPR, as well as Automated External Defibrillator (AED) trainer sets in good working condition to be used during the respective course. ** See "SRFAC BCLS+AED and CPR+AED Manikin Specification" document* Training centre should also have following for training and practical test: ➢ Infant manikins ➢ Adrenaline Auto-Injector training set	

	➢ Metered Dose Inhaler training set with Spacer and facemask	
11	The maintenance and disinfection of the manikins and equipment should be carried out in accordance to recommendations by the manufacturer.	
12	Documentation of disinfection process after each training session, including Instructor/staff name, date, items to be replenished or replaced.	
13	TC complies with SRFAC's Instructor Entry and Renewal criteria* for initial and continued appointment/engagement. *See "SRFAC Entry and Renewal Criteria for SFA and CFA Provider and Instructor (Revised)" document*	
14	Issued certificate for successful completion of course indicates the following (but not limited to): ➢ Program Director's name ➢ Full name of the learner ➢ Name of TC ➢ Course type (eg. Standard First Aid Provider, CPR(Hands-Only)+AED Provider, Child First Aid Provider – multiple certifications can be indicated within the same certificate) ➢ Certificate validity, serial number and course reference number ➢ States "Accredited by the Singapore Resuscitation and First Aid Council" – logo of SRFAC can be included	
15	Learners who do not pass BOTH theory AND practical assessment, should not be issued a Provider certificate.	
16	Upon completion of the Provider course, a Provider certificate must be issued by the Training Centre (TC) and can only be renewed if the learner attends a Standard/Child First Aid Provider re-certification course 3 months before or 3 months after the stated expiry date and will be valid for 2 years from: ➢ the stated expiry date OR ➢ date of training The following cases will be within the Healthcare Institution/TC's discretion for renewal (if different from above): ➢ Health Manpower Development Plan (HMDP) ➢ Overseas studies ➢ Long hospitalisation/medical/maternity leave or equivalent ➢ Practice of no-grace period if their internal policy decides so	
17	Learner's certificate must be issued within 30 days from the completion of course. Validity of the certificate will start from the date of course completion. If the certificate is not immediately available upon course completion, TC should issue a memo to indicate that the learner has successfully completed the course and is waiting for the certificate.	

| 18 | Past 2 years' records of the following documents to be shown during renewal audit:
 ➢ Attendance lists (with course reference number)
 ➢ Learners' Theory and practical assessment papers
 ➢ Learners' Evaluation forms
 ➢ Record of Issued certificates
 ➢ Record of Learner's expiring certificate (to validate entry for refresher course)
 ➢ Record of disinfection/maintenance of manikins
 ***Course reference numbers** of the training records of at least six (6) courses conducted since the last accreditation audit, will be randomly selected by Auditors and checked on site. Auditors should not be in possession of the training records outside of the audit.* | |

IMPORTANT

For more information, please refer to the following relevant documents from the SRFAC website:

- ✓ 2020 SRFAC SFA-CFA TC Guidelines
- ✓ 2020 SRFAC Standard First Aid Syllabus Outline
- ✓ 2020 SRFAC Child First Aid Syllabus Outline
- ✓ SRFAC CPR and AED Protocol (Revised)
- ✓ SRFAC Entry-Renewal Requirements for SFA and CFA Provider and Instructor (Revised)
- ✓ Standard First Aid Provider Manual (Rev 1/2020)
- ✓ SRFAC BCLS+AED and CPR+AED Manikin Specification