



# Course Director Requirements

## Role of the Course Director

---

All New Zealand Resuscitation Council provider courses must have one instructor identified as the Course Director. This page provides resources and information to help the Course Director fulfil their role, as well as explaining the pathway to becoming a Course Director.

The Course Director is responsible for overseeing the provision of a NZ Resuscitation Council CORE or Newborn Life Support provider course, in accordance with Council rules.

Course Directors who are CORE Advanced Instructors can oversee CORE Advanced, CORE Immediate, and CORE Skills courses. Course Directors who are NLS Advanced Instructors can oversee NLS Advanced, NLS Immediate, and NLS Skills courses.

The Course Director is required to be present and participate in teaching throughout the duration of the provider course, as they are both an instructor working as part of the teaching team, and the leader of that team, with responsibility for success and quality.

It is the responsibility of the Course Director to resolve any challenges that may arise during the provider course and to report any significant issues or concerns to the Council.

# Becoming a Course Director

---

If you are an instructor in your first year of teaching, once you have taught on 3 Advanced courses you will be eligible to become a Course Director.

If you are a current Instructor, once you have taught on 3 Advanced courses in the instructor review year 1 July - 30 June, you will also be eligible to become a Course Director.

Once you meet this criteria, you will need to attend a short online seminar about the role of being a Course Director.

# How to book on to a Course Director Webinar

---

Once you have completed a Course Director webinar, you will receive an acknowledgement of attendance and will then meet the requirements to oversee provider courses as a Course Director.

**To book please [click here](#)**

# Existing Course Directors

---

If you're already a Course Director and would like to refresh your knowledge by attending a webinar, you can [book on to one here](#)

*You will receive an acknowledge of attendance upon completion.*

# Course Director Webinar Content

---

There is one Course Director webinar scheduled per calendar month. Please allow 1 hour, which includes the opportunity for Q & A.

Content covered:

- The role of the Course Director
- Administration – pre and post course
- Time management and maintaining the flow of the course
- Solutions to common challenges
- Reporting – how we use the information
- Nominating new instructors – the process.

# Administration - Before the Provider Course

---

The Course Director is responsible for ensuring the most current version of all provider course materials will be available for learners, this includes the relevant course knowledge set.

Knowledge sets can be ordered from the Council's [online shop](#), or may be purchased by the Course Director or their institution to sell or lend to learners. Whatever method is chosen, learners must have access to all required knowledge material three weeks prior to the provider course.

# Administration - During the Provider Course

---

The Course Director is required to be present and participate in teaching, throughout the duration of the provider course. They are both an instructor working as part of the teaching team, and the leader of that team with responsibility for success and quality. The Course Director is responsible for resolving any issues that arise during the provider course, and must report any issues or concerns to the Council.

# Administration - Learner assessment

---

Once a learner has successfully completed the assessment criteria for their provider course, the Course Director ensures a NZ Resuscitation Council certificate is issued, printed with the appropriate learner's name and date of the course.

If the learner is unsuccessful in passing the written or practical assessments, they have the option to re-sit. Learners must successfully complete all assessments within 6 weeks of their original course date. Practical assessments may be repeated up to three times per day. Written assessments may be repeated no sooner than 48 hourly.

# Administration - After the Provider Course

---

On completion of a provider course, the Course Director is responsible for ensuring that the provider course participant sheet and feedback forms are completed in full and returned to the NZ Resuscitation Council within 1 week of course completion.

**Participant sheets** should be in excel format and emailed to: [info@resus.org.nz](mailto:info@resus.org.nz)

**Feedback forms** can be scanned and emailed or posted to our PO Box.

[info@resus.org.nz](mailto:info@resus.org.nz) or PO Box 10443, Wellington 6011

Further information can be found on the [Course Administration page](#).

# How to nominate potential Instructors

---

A Course Director may identify learners on a provider course who show potential as future instructors.

If you would like to learn more about the how to nominate candidates to become **CORE Advanced** Instructors. [Find out more here](#)

If you would like to learn more about the how to nominate candidates to become **Newborn Life Support Advanced** Instructors: [Find out more here](#)

# We are here to help

---

For any additional support or if you have questions contact us at:

[info@resus.org.nz](mailto:info@resus.org.nz) or phone (04) 499 6625.