NEW ZEALAND
Resuscitation Council
WHAKAHAUORA AOTEAROA

# Course Administration

The information on this page is a guide for all Course Directors and Course Administrators, managing the administrative process and requirements for all New Zealand Resuscitation provider courses.

**Course Requirements**

All courses must have one instructor identified as the Course Director.

It is the responsibility of the Course Director to ensure that all course requirements are met.

There must be one Course Instructor for every 6 learners.

There is a minimum of four (4) and a maximum of twelve (12) learners per course.

**Course Materials**

To order course materials, please email us here

1. Te Whatu Ora Health NZ (previously DHB) orders must have a purchase order number.
2. If you do not have an account with New Zealand Resuscitation Council, an invoice will be raised, and course materials will be dispatched upon receipt of payment.

**CORE Advanced**

Each pack contains materials for 6 learners. Each pack is made up of:

- 6x Certificates

- 6x Knowledge Quizzes
- 6x Feedback Forms
- 6x Practical Skills Assessment Sheets

**CORE Immediate Adult and Child.**

Each pack contains materials for 12 learners. Each pack is made up of:

- 12x Certificates
- 12x Feedback Forms
- 12x Practical Skills Assessment Sheets

**CORE Immediate Adult**

Each pack contains materials for 12 learners. Each pack is made up of:

- 12x Certificates
- 12x Feedback Forms
- 12x Practical Skills Assessment Sheets

**CORE Skills**

Each pack contains materials for 12 learners. Each pack is made up of:

- 12x Certificate of Attendance
- 12x Feedback Forms

**NLS Advanced**

Each pack contains materials for 6 learners. Each pack is made up of:

- 6x Certificates
- 6x Knowledge Quizzes
- 6x Feedback Forms
- 6x Practical Skills Assessment Sheets

**NLS Immediate**

Each pack contains materials for 12 learners. Each pack is made up of:

- 12x Certificates
- 12x Feedback Forms
- 12x Practical Assessment Sheets

**NLS Skills**

Each pack contains materials for 12 learners.  Each pack is made up of:

- 12x Certificate of Attendance
- 12x Feedback Forms

**Knowledge Quiz**

If a learner does not pass their knowledge quiz, they have the option take the quiz a second time to pass the course. Learners have six (6) weeks from the date of their training course to resit the quiz.

Course Directors can purchase the resit knowledge quiz from the NZ Resuscitation Council office.

**Replacement Certificates**

If a certificate needs to be destroyed due to error or damage, extra certificates can be ordered individually or in a pack of 5.  Please ensure you inform the NZ Resuscitation Council staff of the destroyed certificate number.  A record of all destroyed certificates is kept for when a provider centre orders individual certificates.

**Price List**

Click here to view our price list.

**Participant Sheet**

On completion of a provider course, the Course Director is responsible for ensuring that the provider course participant sheet is completed in full with the following information.

- Name of the course provided
- Date of the course
- Provider course centre
- Course Director
- Instructor names (including observers)
- Participants first and last names
- Participants email address
- Certificate numbers issued

The provider course participant sheet must be emailed in Excel format within one week of course completion, to info@resus.org.nz

Please note, if a learner has not passed, still list them on the original participant sheet and notify us once they have completed their re-sit.

Access the course participant sheet below:

Course Participant Sheet

**Feedback Forms**

For reporting purposes, we ask that the Course Director encourage all participants to fill out the participant feedback form, which comes with the course materials. The feedback forms must be returned to the NZ Resuscitation Council administration office, either scanned as a PDF and emailed with the provider course participant sheet, or by post as a hard copy.

Please ensure that the most up-to-date version of the feedback form is being used.

Do not photocopy feedback forms for use, as this a copyright breach.