# ACCREDITATION APPLICATION FORM

**Saudi Neonatal Resuscitation Training Centre**

This form is to be completed by the NRP Training Center and submitted to the Saudi Neonatology Society office. Please complete the entire application and any attachments in English. Incomplete applications will not be accepted.

## 1. Particulars of Organization / Institution

Name of Institution: ____________________________________________________________

Address: __________________________ Postal Code: __________________________

Contact Person: __________________________

Primary E-mail Address (required): ____________________________________________

Secondary Email Address (recommended): __________________________

Contact No: __________________________ Fax: __________________________

## 2. Fulfillment of the following criteria

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Check</th>
</tr>
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<tbody>
<tr>
<td><strong>2.1 Director</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Undertakes to oversee the training and ensure consistent standard of the teaching of every Neonatal Resuscitation courses.</td>
<td></td>
<td></td>
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<tr>
<td>- Undertakes to be responsible to ensure that all instructors update and enhance their knowledge and skills in Neonatal Resuscitation training</td>
<td></td>
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<tr>
<td>If any of the criteria are not met, please specify reason:</td>
<td></td>
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## 2.3 Instructors

Have attended a Neonatal Resuscitation course successfully. (Please attach the list of instructors and their current instructor certificates)

Have instructed in at least 2 Neonatal Resuscitation courses within 1 year of completing the Neonatal Resuscitation Course

January 2012
before being eligible for certification as a NRP Instructor.

Is the ration of instructor to participant 1:4?  

If any of the criteria are not met, please specify:

<table>
<thead>
<tr>
<th>2.4 Program / Course Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is program properly spelt out and communicated so that trainees know what to expect and be appropriately prepared for the course?</td>
</tr>
<tr>
<td>(Please attach program schedule and list of training date/times for the next 6 months)</td>
</tr>
<tr>
<td>Do the contents of the training adhere to the recommended Neonatal Resuscitation Course teaching guidelines? (Please attach training manuals)</td>
</tr>
<tr>
<td>Is a theory Online exam available in the centre? and practical test (Simulation) administered at the end of the course?</td>
</tr>
<tr>
<td>Are the course materials sent to the participants at least one month prior to the course?</td>
</tr>
</tbody>
</table>

If any of the criteria are not met, please specify:

<table>
<thead>
<tr>
<th>2.5 Facilities and Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the centre have the necessary equipment?</td>
</tr>
<tr>
<td>If No, the centre must provide a detailed list of the equipment that you plan to purchase</td>
</tr>
<tr>
<td>Are the manikins to be used in good working condition?</td>
</tr>
<tr>
<td>Are the Centre have a computer lab and internet access for the online exam.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.6 Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the centre maintain its own registry of certified trainees</td>
</tr>
</tbody>
</table>

January 2012
with the following particulars?  
(Name, Saudi council number, Organization, Date of Attendance and Expiry Date of NRP Certificate)

Does the centre maintain its own registry of Chief Instructor(s) and instructors and their participation in training activities?

Please make these registers available to the audit team whenever they conduct an audit visit.

<table>
<thead>
<tr>
<th>2.7</th>
<th><strong>Evaluation of Neonatal Resuscitation Training Program</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there any evaluation procedure by which the standards of training program are assessed and maintained?</td>
<td></td>
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</tbody>
</table>

(Please attach a copy of feedback form)

Does the centre maintain records of feedback and evaluation information for referral purposes?

Are the evaluation tools and methods reviewed regularly and revised according to current developments in this field? Updated

<table>
<thead>
<tr>
<th>8</th>
<th>I, ----------- (Name of Training center Manager / Head) undertake that the declaration given above is true and accurate to the best of my knowledge. I agree to allow a random external audit by the personnel instructed by NRC.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Signature: ___________________________ Date: ___________________________</td>
</tr>
</tbody>
</table>

Note: Please ensure all the necessary information/documents are submitted with the application form. Incomplete application form will result delay of accreditation

January 2012
Thank you for completing this application. This application must be emailed to nrp@sns.med.sa, or the nrp.secretary@sns.med.sa

- Application Fee: **2000 SAR** / yr. Payable upon submission of application form.

- Please pay the fees to the SNS account: Saudi Hollandi Bank SA305000000037050923297 and send a scanned copy of your receipt to the following email: secretary.general@sns.med.sa

- Validity of accreditation: 2 years

- Approval of renewal is subject to the fulfillment of Saudi NRP guidelines and audit.

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**For Official Use Only**

| Receipt No : | ____________ |
| Membership No : | ___________________ |
| Date of Issue : | ________________ | Expiry Date :_______________ |
| Name/Signature | ___________________ | Date :____________________ |

January 2012
Saudi NRP Training Center
Application Form
Appendix 1: Equipment List
(Not all course equipment is listed here. See Instructor Manuals for a complete list)

- Skills Station
  - This should feature all of the equipment necessary for neonatal resuscitation.
    - Warmer with all its accessories and equipment
    - Respiratory Station equipment
    - UVC station Equipment
    - Medications.
    - Other, New Equipment
      - oxygen blenders,
      - pulse oximeters and
      - size 1 laryngeal mask airways

  - Refer to the NRP Instructor Manual for a complete listing.

- Mannequins
  - Three students at a time can typically use each mannequin during an NRP course (an expensive electronic simulator is not required). Learners may also benefit from access to neonatal intubation heads for practice of intubation and placement of a laryngeal mask airway.

- Computer screen, an LCD projector, or a TV with DVD player.
Saudi NRP Training Center
Agreement Form

If “No” is checked for any question in this section, an explanation must be given in the “Notes” field at the end of the section. Failure to include an explanation will result in a rejection of the application.

Does the training Centre agrees to:

1. Open your courses to all healthcare providers?  Yes   No

2. Purchase and issue NRP Course Completion Cards to every student who successfully completes an NRP course? Yes   No

3. Provide each student with the current provider manual with personal access before, during and after the course? Yes   No

4. Conduct all NRP courses according to NRP Guidelines without modifications or revisions? Yes   No

5. Use only the current NRP online exams? Yes   No

6. Submit semiannual (2x/yr) training reports to the SNS? Yes   No

7. Maintain required records for at least 5 years? Yes   No

8. Notify the SNS immediately of any training centre status change? Yes   No

9. Maintain the security of NRP Exams, Course Completion Cards and records? Yes   No

10. Pay all costs (travel, accommodations, meals) for SNS faculty to travel to training Centre for initial site visit and to conduct site reviews and course monitoring? Yes   No

11. Respect the copyright of all SNS Logo? Yes   No

January 2012
REQUIRED FOR NRP TRAINING CENTERS

Criteria

1. Represent a recognized organization which is a legal entity

2. Have adequate administrative personnel to maintain the program and assign a primary Contact person to communicate with the Saudi Neonatal society.

3. Complete of the Application Form and send all required documents with the form

4. Provide a description of the organization’s training network (current or proposed) Including a mechanism for establishing a base of NRP instructors

5. Have access to enough of the appropriate training equipment to conduct training (see Specific NRP Instructor Manuals)

6. Agree to follow all NRP program Guidelines, both training and administrative

7. Agree to submit any requested reports on time to SNS

8. Provide a quality assurance plan to ensure Training Centers and Training Sites comply with SNS Guidelines including site reviews

9. Agree to provide the appropriate NRP training materials for every course Adhering to the NRP Policy – one book per student

10. Agree to provide appropriate NRP course completion cards to each student who Successfully completes an NRP course

11. Agree to sign a legal agreement with the Saudi Neonatology society

These requirements are subject to change

January 2012