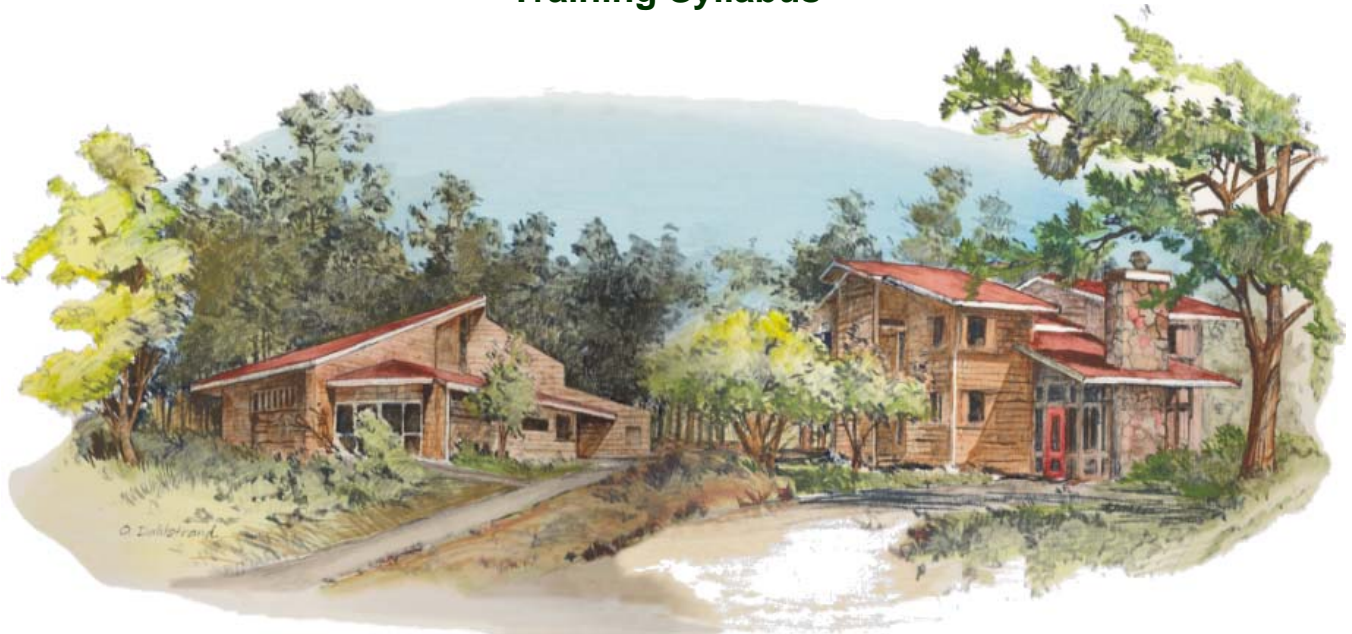


State of California . Natural Resources Agency . California State Parks

Emergency Medical Services Instructor Refresher

October 19-20, 2017

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: October 16, 2017

To: Supervisor

From: Debbie L. Fredericks, Training Section Chief
Training Section
California State Parks

Subject: Employee Attendance at Formal Training

An employee from your office will soon be attending the formal training program described in the attached. Please ensure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work. You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Three Months Following Training

1. Employee after discussion with the supervisor login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Debbie L. Fredericks
Training Section Chief

Attachment
cc: Participant

TABLE OF CONTENTS

Formal Training Guidelines	1
Program Attendance Checklist/Pre-Training Assignments.....	4
Post Training Assignment/Travel Expense Claims.....	5
Agenda.....	6
Program Outline	7
Program Purpose and Performance Objectives	8

***Mission Statement
Training Section***

***The mission of the Training Section is to improve
organizational and individual performance and
productivity through consulting, collaboration,
training, and development.***

TRAINING SECTION STAFF

Debbie L. Fredericks..... Training Section Chief
Ann D. Slaughter Mott Training Center Manager
Jack Futoran EMS and LFG Training Coordinator
Jeff Beach..... Training Consultant
JD Dinnauer..... Training Consultant
Dave Galanti Training Consultant
Karyn Lombard Training Consultant
Sara M. Skinner Training Consultant
Jason Smith Academy Coordinator
Jeremy Alling Cadet Training Officer
Matt Cardinet Cadet Training Officer
Raymund Nanadiego Cadet Training Officer
Lisa Anthony Program Coordinator
Edith Alhambra Assistant Program Coordinator
Alex Franck..... Assistant Program Coordinator
Jessica Kohls..... Assistant Program Coordinator
Pamela Yaeger Assistant Program Coordinator

THE MISSION

of the California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including the Marconi Conference Center. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will participate in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS) and on the California State Parks website under the Learning/Training Section. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources.

3. TRAVEL: Arrange your travel to and from the training through your District Office. No reimbursement for travel expense – including per diem cost – will be approved for travel not specifically authorized in advance by the District Superintendent. Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.
4. HOUSING: The Department provides your room and board expense, on a shared room basis, at the hotel only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the rooms unless registered beforehand at the front desk. Check-in will be from 3:00 p.m. on the date of arrival. Check out 12:00 noon on the date of departure.

Note: You may be assigned a room at a motel while attending training. If so, you may be asked to present a valid credit or debit card while checking in to your room. Many motels require a credit card to cover charges incurred such as telephone calls, damages to rooms and/or furnishings, fees to clean rooms that have been smoked in that are not designated as smoking rooms, etc. Be prepared to handle this appropriately.

5. **ENROLLMENT OR HOUSING CANCELLATION POLICY:** To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Consultant assigned to the course requesting to remove the participant. If you do not need lodging or must change or cancel your reservation for lodging, you must contact the Mott Training Center or Training Consultant assigned to the course at least 2 weeks prior to your date of arrival. Lodging, registration, and associated fees will be charged to the employee's District or Section/Office if a training cancellation is received with less than two weeks' notice.

The Training Section is committed to ensuring that the reservation that has been made for you is accurate and needed.

6. CLOTHING: Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, not including optional items, will be worn daily by all uniformed employees during formal training sessions **unless otherwise specified in the Program Attendance Checklist.** Non-uniformed employees shall wear apparel normally worn on the job. **It does not include such items as shorts, t-shirts, tank tops, or sandals.**

Because we are on grounds with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

7. **REGISTRATION:** When you arrive at Hampton Inn and Suites, proceed directly to the front desk for your room key and check in.
8. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced State Parks employees in the field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their presentation, and provide a level of expertise difficulty to match.
9. **TRAINING SECTION STAFF:** JD Dinnauer is your Training Consultant and has been assigned responsibility for your training group. During the program, you may be asked to assist Training Section staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Training Section staff will do all within their power to make your training experience pleasant and meaningful.
10. **TRAINING MATERIALS:** Materials may be made available to you at both your unit and the Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook may be issued to you at the training session for notes and convenience in handling materials. Bring your own pens, pencils, etc.
11. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important for the success of this training. An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course. The Training Section Chief may modify (except for POST RBC) this requirement based upon participant knowledge level and/or the portion of the course missed. All absences, except those of an emergency nature, must be approved in advance by the Training Consultant.
12. **CELL PHONES:** As a courtesy to your fellow participants and course leaders please ensure that your cell phone is turned off during classes. Participants should not receive or make cell phone calls during class time. Limit those calls to your breaks.
13. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (760) 936-6772.
14. **POST-TRAINING ASSIGNMENTS:** In connection with formal training, these are to be completed under the direction of your supervisor.

PROGRAM ATTENDANCE CHECKLIST / PRE-TRAINING ASSIGNMENTS

To assist you in your preparation for formal training sessions at San Clemente State Beach, the following checklist is provided:

- _____ 1. Read and understand the Emergency Medical Services Instructor Refresher syllabus prior to the first scheduled session.
- _____ 2. Arrange your travel through your Unit/District Office.
- _____ 3. **CLOTHING: No POPE for this class.** The dress for this course will be uniform pants (BDU style or the type authorized for wear in your District), polo shirts and boots or athletic shoes and no shorts or sandals. If you choose to wear a non-uniform polo shirt, the style and any decorations must be professional in appearance. As required by the uniform handbook all items shall be in good condition without visible wear or damage. We will be conducting scenarios in the warehouse and outside so bring plenty of layered clothing. **Bring at least one set of disposable/worn clothing for scenarios.**
- _____ 4. Bring the following with you to training:
 - Questions, ideas for improvement, and willingness to learn**
 - Recommended: a laptop computer and thumb drive
 - Recommended: one set of disposable/worn clothing for scenarios
 - Recommended: Brady *Emergency Care* Textbook

Pre-Training Assignments:

- _____ 5. Review all skills sheets. A written test related to the skills sheet will be given in addition to the skills testing.
- _____ 6. Prepare for additional tests on EMS topics throughout the program.
- _____ 7. Complete survey: After class completion, an email sent to participants.

If you have any questions or need assistance, contact Training Consultant JD Dinnauer at (760) 936-6772 or Joel.Dinnauer@parks.ca.gov

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should and discuss the impact and assess the effectiveness this program has had on the employee.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

TRAVEL EXPENSE CLAIMS

You will need to submit a Travel Expense Claim (TEC) in a timely manner after the class. As a reminder:

- Districts are responsible for your time, your travel to/from training, and incidentals
- Training covers meals and lodging (you will need a receipt from the hotel)
- For your claim: If you were in the hotel, select “Department Paid” and the following on CalATERS:
 - Charge to: “EMSIR 16”
 - Select “Detail Accounting” and enter the following
 - Field one: 2017 (Fiscal Year)
 - Field two: Index Number (Your reporting location index number)
 - Field three: 14001 (PCA)
 - Field four: Leave blank
 - Field five: 067LET00 (Project Number)(This is the account and settings to charge your room and food)

If you receive error messages, contact Assistant Program Coordinator Pamela Yaeger at (831) 649-2954 or Pamela.Yaeger@parks.ca.gov at the Mott Training Center to have you added to the system.

NOTE: List Ann D. Slaughter as an Additional Approver on your claim

EMERGENCY MEDICAL SERVICES INSTRUCTOR REFRESHER GROUP 16 AGENDA
October 19-20, 2017

Instructors: James Bray, Joel Dinnauer, Greg Dunnivant MD, Jack Futoran,
Ennio Rocca, Shane Scoggins

Wednesday
October 18

1500 REGISTRATION: *Check-in at Hampton Inn and Suites*

Thursday
October 19

0800-0815 Course Introduction/Orientation
0815-0850 Paired Visual Introductions
0850-1100 Presentations
1100-1130 Adult Learning Style Tool Kit Refresher
1130-1200 Question and Answer with Dunnivant
1200-1300 Lunch
1300-1350 Packing Wound and Hemostatic Agents
1400-1450 High Performance CPR
1500-1550 Develop Written Lesson Plan
1550-1650 Using Lessons Plans
1650-1700 Gots / Needs

Friday
October 20

0800-0805 Gots / Needs
0805-0830 Preparation Time for All Groups
0830-1200 Group Presentations of Lesson Plan
1200-1300 Lunch
1300-1330 Case Study: Office Fire Drill
1330-1345 ETMS / Share Point
1345-1400 POST Paperwork
1400-1450 Improve Performance and Correcting Behavior
1500-1550 Treatment Options Inside the Classroom
1600-1625 Communication Learning Activity
1625-1645 Journal / Evaluation Preparation
1645-1700 Summary / Clean-up / Departure

EMERGENCY MEDICAL SERVICES INSTRUCTOR REFRESHER GROUP 16

<u>PROGRAM OUTLINE</u>	<u>HOURS</u>
Orientation/Introduction/Conclusion	0.5
Program Updates	4.0
Training Records	0.5
Instructor Development	11.0
TOTAL HOURS.....	16

EMERGENCY MEDICAL SERVICES INSTRUCTOR REFRESHER GROUP 16

PURPOSE AND PERFORMANCE OBJECTIVES

PROGRAM ORIENTATION

Purpose: The course content and logistics of the Training Center will be reviewed.

Performance Objectives: By the close of the session the participants will

1. Review course content, procedures, grading, and the evaluation processes.
2. Adhere to all Training Section Guidelines.

EMERGENCY MEDICAL SERVICES INSTRUCTOR UPDATES

Purpose: Provide current information to all instructors based on legal and programmatic updates.

Performance Objectives: By the close of the session the participants will

1. Understand the requirements of the EMS Program in the Department.
2. Demonstrate the Department's EMS/CPR/AED Protocols and Skills.
3. Complete the required lecture topics.
4. Complete course activities.
5. Demonstrate understanding of new concepts and updates.

SKILLS DEMONSTRATIONS/SCENARIOS

Purpose: Provide the participant with the opportunity to participate/evaluate skills testing scenarios; to demonstrate skills competency; to show adequate knowledge base for instruction in all EMS programs.

Performance Objectives: By the close of the session the participants will

1. Demonstrate skills proficiency in EMS Care/CPR/AED.
2. Demonstrate cognitive proficiency in course activities.
3. Demonstrate proficiency in performing multiple skills during scenarios.

EMERGENCY MEDICAL SERVICES INSTRUCTOR REFRESHER GROUP 16

SUMMARY

Purpose: Summarize and evaluate the EMSIR program.

Performance Objectives: By the close of the session the participants will

1. Review the CA State Park EMS program.
2. Complete the program evaluation.
3. Identify questions for the Medical Director regarding the program.
4. Provide verbal feedback for future programs.

COURSE PASSING CRITERIA

1. Participate in all assigned activities covering EMS/CD/AED/CPR.
2. Skills competency for instructing CPR/FBAO, Cardiac Management with AED, Bleeding Control/Shock Management, Emergency Childbirth, Patient Assessment Management – Medical and Trauma, Oxygen Administration, Spinal Immobilization, Traction Splints.
3. Remediation may be allowed at the discretion of the staff instructors and/or Medical Director.
4. Complete Post-Training evaluation.