

State of California . Natural Resources Agency . California State Parks

Emergency Medical Technician Refresher

January 15-17, 2018

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: December 15, 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

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***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
Nate Steffen..... Assistant Program Coordinator
Pamela Yaeger Assistant Program Coordinator

THE MISSION

of 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 be participating 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). You should print a copy of the syllabus to bring with you to class. 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 site through your District or Office. (No reimbursement for travel expense – including per diem costs – 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: Housing will be assigned to you on a shared-room basis and will be available from 3:00 p.m. on the date of arrival to 10:00 a.m. on the date of departure. The Department provides your room and board expenses at the Marconi Conference Center 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 buildings unless registered beforehand at the front desk in the Marconi Conference Center Administration Building.
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. MEALS: Meals will be provided from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:00 a.m. for breakfast, 12:00 noon for lunch, and 6:00 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, notify the Marconi Conference Center no later than one week before your scheduled arrival.

7. CLOTHING: Field uniforms as found in “Description of Required Field Uniforms”, DOM Chapter 2300, Uniform Handbooks, 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. Appropriate attire includes apparel suitable for professional office dress. It does not include such items as shorts, t-shirts, tank tops, or sandals.

Because we are on the conference 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.

8. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in 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 profession, and provide a level of expertise difficult to match.
9. TRAINING SECTION STAFF: Joel Dinnauer your Training Consultant and has been assigned the 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. ATTENDANCE: Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Consultant.
11. TRAINING MATERIALS: May be made available to you at both your unit and at the Marconi Conference Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for notes and convenience in handling materials. Bring your own pens and pencils.
12. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Limit those calls to your breaks.

Remember that cell reception is poor at Marconi. There is a pay telephone which takes prepaid phone cards or coins. If you have a phone in your room you can also use a prepaid calling card. There is one computer available for checking email in the Administration Building. There is also free wi-fi access.

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 are to be completed under the direction of your supervisor.

◆ **Marconi Conference Center**
 ◆ **PLANNING INFORMATION**

To make your visit as comfortable and satisfying as possible, please take a few moments to read the following.

◆ **CHECK-IN/CHECK-OUT**

Please check in at the Front Desk. Follow the signs for Check-in.

Check-in: 3 p.m. to 11 p.m.
 Check-out: 7 a.m. to 10 a.m.
 (Bring your key)

Late check-out (after 10 a.m.) will incur an additional day's charge.

◆ **DINING**

Meals are served in Redwood Dining Hall.

Breakfast buffet: 7 a.m. to 9 a.m.
 Lunch buffet: 11:30 a.m. to 1:30 p.m.
 Full service dinner: 6 p.m. to 8 p.m.

◆ **LODGING**

You may wish to bring: shampoo, flashlight, comfortable shoes for hilly trails. Please note cooking and other appliances, candles and incense are not allowed, and food should not be kept in your room as it attracts insects.

◆ **PARKING**

Please park in designated parking spaces only and observe the law regarding spaces for the handicapped. Campers, recreational vehicles and motor homes are not permitted.

◆ **DRIVING**

Please drive slowly and carefully, yielding to pedestrians, bicyclists and animals. The speed limit is 15 mph, and all signs and barriers must be observed.

◆ **GAS STATIONS**

The closest gas station is located in Point Reyes Station, 15 minutes to the south.

◆ **TELEPHONES**

Your guestroom has a private telephone number which you can give callers after you check in, as well as a port for your modem. All outbound telephone and modem calls require a toll-free 800 number. Bring your calling card for phone calls; check with your ISP for 800-number access. Most cellular phones DO NOT work at Marconi Conference Center.

◆ **MESSAGES, FAXES, MAIL**

If your callers would like to leave a message, give them this number:

Front Desk Telephone: (415) 663-9020

You may also want to give them your lodging building, room number and name of conference, to expedite receiving emergency messages.

We post messages for guests on the message board. We'll also post a notice if you receive mail or a package. *Emergency messages will be delivered.*

If you wish to receive a fax, use this number:

Front Desk Fax: (415) 663-1731

We will post a notice on the message board when your fax arrives and collect the service charge when you pick it up.

If you wish to receive mail, use this address:

(your name), (conference name)
 c/o Marconi Conference Center
 P.O. Box 789, 18500 State Route 1
 Marshall, CA 94940

We will post a notice on the message board and hold your mail at the Front Desk.



Marconi Conference Center's guestrooms overlook Tomales Bay

◆ **EMERGENCIES**

Between 11 p.m. and 7 a.m., the recorded message on (415) 663-9020 tells callers how to contact a guest or Marconi staff member in an emergency.

◆ **GUEST SERVICES**

In the front desk area we have games, reading material and a VCR with a selection of movie videos; volleyball, badminton and horseshoe equipment; ice, irons and ironing boards, all at

no charge. Our commissary sells snacks, cold drinks, personal hygiene items, flashlights/batteries, writing supplies, stamps. We have a selection of Marconi souvenirs such as shirts, hats, mugs and other items that make wonderful remembrances of your stay with us. Our Front Desk staff can also help you with local information.

◆ **BUSINESS CENTER**

The Business Center is located in the Pelican Building lounge and is open 7 am to 11 pm. For your convenience, we are pleased to provide **free of charge**, the following services:

- ◆ Internet / E-mail
- ◆ Computer with MS Office
- ◆ LaserJet Printer
- ◆ Photocopier

◆ **WALKING & EXPLORING**

Marconi Conference Center is a unit of the California State Park system and all natural elements such as branches, pine cones, mushrooms and flowers are protected by state law and may not be removed. Camping and campfires are not permitted. We suggest walking on designated footpaths to avoid poison oak. The pine needles can be slippery—please use caution. We recommend flashlights at night.

◆ **SMOKING**

State law prohibits smoking in or within 50 feet of Marconi Conference Center buildings. Ashtrays are located at entrances, on decks and on patios. Smoke only in paved areas and please use extreme caution when smoking on the property.

◆ **PETS**

With the exception of guide dogs for the handicapped, *pets are not permitted* in Marconi

Conference Center buildings and cannot remain on the property overnight. Dogs must be on a leash at all times.

◆ **ENJOY!**

We hope that between highly productive meetings you'll have some time to appreciate the rich human and natural history that surrounds us here. Please let us know if there is anything we can do to enhance your stay.

PROGRAM ATTENDANCE CHECKLIST / PRE-TRAINING ASSIGNMENTS

To assist you in your preparation for formal training sessions at Marconi Conference Center, the following checklist is provided:

- _____ 1. Read and understand the Emergency Medical Technician Refresher syllabus prior to the first scheduled session.
- _____ 2. Arrange your travel through your Unit/District Office.
- _____ 3. **CLOTHING: No POPE 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, 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 skill sheets. A written test related to the skills sheet will be given in addition to the skills testing.
- _____ 6. **Complete the pre-test at:** <https://testmoz.com/1507082>
- _____ 7. Prepare for additional tests on EMS topics throughout the program.
- _____ 8. Complete a 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: “EMTR 31”
 - 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 TECHNICIAN REFRESHER GROUP 31 AGENDA
January 15-17, 2018

Instructors: Paul Andrus, Joel Dinnauer, Greg Dunnavant, MD,
Jack Futoran, Ennio Rocca

Sunday
January 14

1500 REGISTRATION: *Check-in at Marconi Conference Center Administration Building*

Monday
January 15

0830-0900 Welcome / Paperwork / Introduction
0900-0930 Needs Assessment
0930-1030 Pass the Problem – Program and Patients
1030-1130 Patient Assessment Activity
1130-1200 Glucometer Introduction
1200-1300 Lunch / Question and Answer / Review / Open Practice
1300-1400 High Quality CPR
1400-1500 C-Spine Protocol
1500-1600 C-Spine Learning Activities
1600-1720 Infant CPR Skills Verification / Written Test /
1720-1730 Gots / Needs

Tuesday
January 16

0830-0840 Question and Answer from Day One
0840-0940 Naloxone Protoco
0940-1010 AED
1010-1110 Child CPR / FBAO Skill Verification / Written Test
1110-1200 Bleeding Control
1200-1300 Lunch / Question and Answer / Review / Open Practice
1300-1400 Round-Robin / Photo Lab
1400-1500 Adult CPR / Written Test
1500-1720 Skill Lab Demonstration / Practice
1720-1730 Conclusion / Gots / Needs

Wednesday
January 17

0830-0900 Question and Answer from Day Two / Skills Set-up
0900-1230 TacMed / Skills Testing
1230-1330 Lunch / Question and Answer / Review / Open Practice
1330-1630 TacMed / Skills Testing
1630-1730 Conclusion / Clean-up / Travel

EMERGENCY MEDICAL TECHNICIAN REFRESHER GROUP 31

<u>PROGRAM OUTLINE</u>	<u>HOURS</u>
PRE-ASSIGNMENT AND SKILL/PROTOCOL REVIEW.....	4.0
ORIENTATION AND INTRODUCTION.....	0.5
TOPIC REVIEW	10.5
Patient Assessment Medical and Trauma	
Trauma	
CPR	
Medical Emergencies	
Traction Splints	
Communicable Diseases	
Environmental Emergencies	
Drowning	
Hemostatic Dressings	
Student Needs	
SKILLS LAB/SCENARIOS	7.5
Patient Assessment, CPR, Bleeding Control, Childbirth, Traction, Cardiac Management, C-Spine, Oxygen Administration, LME/KED	
DPR WRITTEN EXAMS	2.0
EMT SKILLS VERIFICATION	3.0
PROGRAM EVALUATION AND CONCLUSION.....	0.5
 TOTAL HOURS.....	 28

EMERGENCY MEDICAL TECHNICIAN REFRESHER GROUP 31

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 EDUCATION

Purpose: Provide required EMT Continuing Education hours and Skills Verification.

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

1. Understand the EMS Programs and their roles in the Department.
2. Utilize the Department's EMT/CPR/AED Protocols and Skills.
3. Participate in the required instructional topics/blocks.
4. Satisfactorily complete written exams with at least 80%.
5. Satisfactorily complete the required skills verification.

WRITTEN AND SKILLS TESTING/SCENARIOS

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

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

1. Demonstrate skills proficiency in EMT/CPR/AED.
2. Demonstrate cognitive proficiency in written CPR/AED/CD exams.
3. Demonstrate proficiency in performing multiple skills during scenarios.

EMERGENCY MEDICAL TECHNICIAN REFRESHER GROUP 31

SUMMARY

Purpose: To summarize and evaluate the EMT Refresher Program.

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

1. Practice all tested skills at the level required for CA EMSA Skills Verification.
2. Remember signs/symptoms/treatment for common emergencies.
3. Complete the program evaluation.
4. Identify questions for the Medical Director regarding the program.
5. Provide verbal feedback for future programs.
6. Understand the organization of the CSP EMS program.
7. Interact with new EMS program content and protocols

COURSE PASSING CRITERIA

1. Minimum score 80% on all written exams covering EMT/CD/AED/CPR.
2. Skills competency for CPR/FBAO, Cardiac Management with AED, Bleeding Control/Shock Management, Emergency Childbirth, Patient Assessment Management – Medical and Trauma, Drug Administration, Spinal Immobilization, Traction Splints.
3. Remediation may be allowed at the discretion of the staff instructors and/or Medical Director.
4. Complete the Post-Training evaluation.