

State of California . Natural Resources Agency . California State Parks

Emergency Medical Technician Refresher

April 1-3, 2019

Training Syllabus



William Penn Mott Jr. Training Center



State of California – Natural Resources Agency

Memorandum

Date: March 18, 2019
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
Eric Marks..... Leadership and Staff Development Manager
Jack Futoran EMS and LFG Training Coordinator
Jeff Beach..... Training Consultant
Joel Dinnauer..... Training Consultant
Dave Galanti Training Consultant
Karyn Lombard Training Consultant
Ennio Rocca Training Consultant
Sara M. Skinner Training Consultant
Vernon Reyes Instructional Designer
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
Samantha Guida..... Assistant Program Coordinator
Jessica Kohls..... Assistant Program Coordinator
Ricky Roldan..... 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 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 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.

The cost of your travel (airfare, mileage, rental car, etc.) is paid by your District or Office **to** and **from** the location of the training.

4. HOUSING: Make own accommodations through Concur.
5. 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.
6. TRAINING SECTION STAFF: JD Dinnauer is your Training Consultant and has been assigned the responsibility for your training group. That staff member usually serves as a Course Leader as well as a Coordinator. 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.
7. ATTENDANCE: Regular attendance is a critical course requirement and your participation is important to 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 Department Training Consultant may modify 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.

8. 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 receive or make cell phone calls during class time. Limit those calls to your breaks.
9. TELEPHONE: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned on silent during class. Participants should not receive or make phone calls during class time. Limit those calls during breaks.
- 10 . POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.

PROGRAM ATTENDANCE CHECKLIST

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

- _____ 1. Read and understand the Emergency Medical Technician Refresher program 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**
 - Laptop computer and thumb drive
 - Recommended: one set of disposable/worn clothing for scenarios

If you have any questions or need assistance, contact Training Consultant Joel 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, travel to/from training, and incidentals

- Training covers meals and lodging during the days of training (acquire receipt from hotel to submit to Accounting)

- For your claim:
 - Charge to: “EMTR 35”
 - Select “Detail Accounting” and enter the following
 - Field one: 2018 (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 35 AGENDA
April 1-3, 2019

Instructors: Joel Dinnauer, Greg Dunnavant, MD,
Jack Futoran, Ennio Rocca, Ryan Rzab

Instructors to provide agenda in its entirety in an email

EMERGENCY MEDICAL TECHNICIAN REFRESHER GROUP 35

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 35

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.