

EMR INSTRUCTOR

December 3-8, 2006

Training Syllabus



William Penn Mott Jr. Training Center



State of California

Memorandum

Date: November 8, 2006
To: Supervisor
From: **Department of Parks and Recreation**
William Penn Mott Jr. Training Center
Subject: Employee Attendance at Formal Training
EMR Instructor

An employee from your office will soon be attending the formal training program described in the attached. Please insure 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.

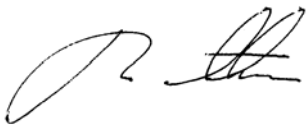
Immediately Following Attendance

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.

Prior to 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.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and login to the ETMS to complete the Training Effectiveness Assessment form.

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



Broc E. Stenman
Department Training Officer

Attachment

cc: Participant

TABLE OF CONTENTS

Formal Training Guidelines	1
Program Attendance Checklist.....	6
Post-Training Assignment	7
Agenda.....	8
Program Outline	10
Performance Objectives	11
15-Minute Student Team Skills Presentation Assignments.....	13
10-Minute Individual Lecture Presentation Assignments.....	14
Instructor Evaluation: 15-Minute Team Teaching Skills Presentation	15
Instructor Evaluation: 10-Minute Individual Lecture Presentation.....	16
Course Passing Criteria	17
Location Map.....	18

Mission Statement Training Office

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

MOTT TRAINING CENTER STAFF

Broc Stenman Department Training Officer
Michael Green..... Assistant Department Training Officer
Joanne Danielson Training Specialist
Chuck Combs..... Training Specialist
Dave Galanti Training Specialist
Sara Skinner Training Specialist
Michelle Gardner..... Cadet Training Officer
Connie Breakfield..... Cadet Training Officer
Pat Bost Assistant Program Coordinator
Pamela Yaeger Assistant Program Coordinator
Bill Spencer..... Assistant Program Coordinator
Edith Alhambra..... Assistant Program Coordinator
Summer Kincaid..... Assistant Program Coordinator
Brian Petersen Program Assistant

THE MISSION

of the California Department of Parks and Recreation 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 Training Center. The Department strives to enhance your learning and job performance with formal training of the highest quality. This fact demonstrates the commitment your Department has made to you in your service 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 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. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)
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 Training Center does not have the capability to provide transportation to/from Monterey Airport.

4. **HOUSING:** Housing will be assigned to you on a shared-room basis and will be available from 3 p.m. on the date of arrival to 12 noon on the date of departure. The Department provides your room and board expenses at the Training Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Please advise the Department Training Officer no later than one week before your scheduled arrival if you plan to live off-grounds. No animals are permitted in Asilomar housing. 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 Asilomar's Administration Building. Quiet hour for lodge living areas is 10 p.m.

HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact the Training Center at least 72 hours prior to your date of arrival. The Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.

5. **MEALS:** Meals will be provided, semi-cafeteria style, from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:15 a.m. for breakfast, 12 noon for lunch, and 6 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, notify the Asilomar Chef at 831-372-8016 no later than one week before your scheduled arrival.
6. **OFF-GROUNDS ACCOMMODATIONS:** When authorized to stay off-grounds by the Department Training Officer, the Training Center will pickup the cost of your room and meals at the current DPR Asilomar rate. If you stay off grounds and have meals on grounds, the Training Center will authorize only what the Department pays Asilomar for lodging.
7. **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 specified in the Program Attendance Checklist. Non-uniformed employees shall wear professional business attire.

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. ROOM SAFES: Two safes have been installed in each of the lodge rooms used by the Training Center (Live Oak, Tree Tops, and Deer Lodge). These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Training Center has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
9. WEAPONS: Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the Training Center shall be in a safe condition and stored in one of the following locations: your room safe in Live Oak, Tree Tops, or Deer Lodge, one of the Training Center's safes in the Whitehead Room or secured in your vehicle.
10. ALCOHOLIC BEVERAGES: Participants shall not possess or consume alcoholic beverages in common areas (living room) while on the Asilomar Conference Grounds unless provided and hosted by Concessionaire Delaware North.
11. SMOKING: Smoking is not permitted in the Training Center or in any lodge or guest room on the Asilomar Conference Grounds.
12. TRAINING CENTER: The Training Center is located on Asilomar Conference Grounds, part of Asilomar State Beach. The Conference Grounds are operated for our Department by a concessionaire, and all lodging and food services are provided to us by employees of the concessionaire. Constant efforts are made to maintain a sound, harmonious working relationship between the Department and concessionaire. None of us can expect preferential treatment for any reason and, as a departmental employee, you will be expected to join in our continuing effort toward an effective relationship with each Asilomar concession staff member. On occasion, non-departmental groups may be staying in the same lodges. It is imperative that you represent the Department well on and off duty.
13. REGISTRATION: When you arrive at Asilomar Conference Grounds, go directly to the front desk at the Asilomar Administration Building for your room key and dining room ticket. If you require vegetarian meals, notify the front desk representative and your meal ticket will be marked accordingly.
14. 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.
15. TRAINING CENTER STAFF: A Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Center staff in the logistics of your

training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.

16. **TRAINING 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 will be issued to you at the training session for note taking and convenience in handling materials. Copies of DAM and DOM will be available to you for self-study. Bring your own pens and pencils.
17. **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 Specialist.
18. **COLLEGE CREDIT:** Most training programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
19. **VEHICLES:** All vehicles should be parked in the lots adjacent to the Training Center. Any questions regarding use of a State vehicle while at the Training Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Training Center.
20. **BICYCLES:** If you bring your bicycle, store it in the bicycle shed next to the Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc. The Training Center has a limited number of bicycles available for your use. Prior to your use, you are required to complete a safety inspection and sign a waiver, which is posted in the bicycle shed.
21. **MAIL:** Mail forwarded to you during your time at the Center should be addressed to you in care of:

Department of Parks and Recreation
WILLIAM PENN MOTT JR. TRAINING CENTER
P. O. Box 699, Pacific Grove, CA 93950
22. **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. Please limit those calls to your breaks.
23. **FAX:** The Training Center's FAX number is (831) 649-2824.
24. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours

should call the Center at (831) 649-2954. Calls after 5 p.m. or during weekends should be made to (831) 372-8016, Asilomar Conference Grounds, and the caller should tell the switchboard operator you are with a Department of Parks and Recreations training group.

25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments. An iron is available for 24-hour checkout from the Training Center front desk.
26. RECREATION: Facilities available on grounds include a heated swimming pool, ping-pong and pool tables, and a volleyball court. The Monterey area offers horseback riding, golf, tennis, racquetball, deep sea fishing, and many historical landmarks and scenic sights to explore.
27. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session at the Center. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please bring your own coffee cup.

NOTE: If you do not plan to attend this program, please have your District Training Coordinator notify the Training Center as soon as possible.

PROGRAM ATTENDANCE CHECKLIST

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

- _____ 1. Be sure you have read and understand the EMR Instructor Training Program Syllabus prior to the first scheduled session.
- _____ 2. Arrange your travel through your District Office.
- _____ 3. Uniforms will not be required. Informal clothing is permitted however, clothing should reflect a professional and positive image as noted in the Formal Training Guidelines #7.
 - ◆ Such casual clothing as undershirts, crop or midriff tops, tank tops, shorts/miniskirts, hats/caps, clothing with inappropriate designs or wording, and ragged and/or badly faded jeans do not reflect a positive image.
 - ◆ Closed toe shoes, no sandals, must be worn.
- _____ 4. Complete the following pre-training assignments prior to arriving:
 - Review the “Brady Emergency Care Book”. You will be issued the 10th Edition when you arrive or bring that edition from your EMT Class.
 - Review the EMR Treatment Procedures/Protocols.
 - Review all of the new lecture information for CPR, AED and CD.
 - Review all of the new skills for CPR/AED and EMR.
 - Memorize the National Registry skill sheets for Patient Assessment/Management for Trauma and Medical and look at the rest.
 - Prepare to give a maximum 15 minute Team Skill Presentation.
 - Prepare to give a maximum 10 minute Individual Lecture Presentation.
- _____ 5. Arrange your travel through your District/Sector office.
- _____ 6. Remember to bring the following with you to training:
 - EMR Instructor Program Syllabus with NR Skills.
 - If you have one, your “Brady Emergency Care” 10th Edition, from EMT class.**
 - Items needed for your presentations.
 - Proper clothing for working on skills.
 - Alarm clock, pens, pencils, etc.

POST-TRAINING ASSIGNMENT

Ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed). Once you login to the ETMS, you will need to fill out the evaluation form before you will be able to do anything else.

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.

EMERGENCY MEDICAL RESPONDER INSTRUCTOR GROUP 12
December 3-8, 2006

Sunday

December 3

1500-	Registration: <i>Register at the Asilomar Administration Building</i>	All
-------	---	-----

Monday

December 4

0800-0900	Paperwork/Orientation/Objectives/Introductions	Silvestri
0900-1000	EMS Program Review and Direction	Fitzpatrick
1000-1200	CPR Review and Practice	Staff
1200-1300	<i>Lunch</i>	
1300-1400	Oxygen Review and Practice	Staff
1400-1700	AED Instructor Certification	Dunnavant
1700-1800	Cardiac Management with AED Review and Practice	Staff

Tuesday

December 5

0800-0900	CPR and AED Written Final	Staff
0900-1000	EMS Protocols	Staff
1000-1200	Patient Assessment Review and Practice	Staff
1200-1300	<i>Lunch</i>	
1300-1500	Patient Assessment Practice	Staff
1500-1600	Adult Learning, Learning Styles and Motivation	Staff
1600-1800	Trauma and Fractures Review and Practice	Staff

Wednesday

December 6

0800-0900	Communicable Disease Program Review	Staff
0900-1000	Lesson Plans and Presentation Styles	Staff
1000-1200	Childbirth Review and Practice	Staff
1200-1300	<i>Lunch</i>	
1300-1400	Domains of Learning	Staff
1400-1800	Student Team Skills Presentations	Staff

EMERGENCY MEDICAL RESPONDER INSTRUCTOR GROUP 12
December 3-8, 2006

Thursday
December 7

0800-0900	Testing Procedures, Scenarios and Remediation	Staff
0900-1200	Individual Lecture Presentations	Staff
1200-1300	<i>Lunch</i>	
1300-1400	Teaching Psychomotor Skills	Staff
1400-1600	Individual Lecture Presentations	Staff
1600-1800	CPR Final Skills Testing	Staff

Friday
December 8

0800-1000	Written Finals	Staff
1000-1200	EMR Final Skills Testing	Staff
1200-1300	<i>Lunch</i>	
1300-1700	EMR Final Skills Testing	Staff
1700-1800	Program Evaluation and Wrap-up	Silvestri

EMERGENCY MEDICAL RESPONDER INSTRUCTOR 45 HOURS

PROGRAM OUTLINE HOURS

ORIENTATION AND INTRODUCTION..... 1

EMR PROGRAM/INSTRUCTION INFORMATION 23

Paperwork/Orientation/Objectives/Introductions

EMS Program Review and Direction

CPR Review and Practice

Oxygen Review and Practice

AED Instructor Certification Lecture

Cardiac Management with AED Review and Practice

EMS Protocols

Patient Assessment Review and Practice

Adult Learning, Learning Styles and Motivation

Trauma and Fracture Review and Practice

Communicable Disease Program Review

Lesson Plans and Presentation Styles

Childbirth Review and Practice

Domains of Learning

Testing Procedures, Scenarios and Remediation

Teaching Psychomotor Skills

STUDENT TEAM SKILLS AND LECTURE PRESENTATIONS..... 9

Team Skills Presentations

Individual Lecture Presentations

TESTING..... 11

CPR and AED Written Finals

CPR/AED Skills Testing (includes Cardiac Management with AED)

DPR - EMR Instructor, Communicable Disease and EMR Written Finals

EMR Skills Testing (includes Oxygen Administration, Patient Assessment/
Management, Trauma and Medical, Bleeding Control, Extremity Fractures,
Helmet Removal/Spinal Immobilization, Traction Splints, Normal Childbirth
Delivery)

PROGRAM EVALUATION AND WRAP-UP..... 1

TOTAL HOURS 45

EMERGENCY MEDICAL RESPONDER INSTRUCTOR TRAINING **PERFORMANCE OBJECTIVES**

PROGRAM ORIENTATION

Purpose: The course content and logistics of the Training Center will be reviewed. Formal registration materials for Monterey Peninsula College will be completed.

Learning Objectives: By the close of the session the participant will

1. Be formally registered through the Monterey Peninsula College.
2. Review course content, procedure, grading and evaluation process.
3. Adhere to all Training Center guidelines.

HEALTH SERVICES EDUCATION

Purpose: To provide the course necessary to become a DPR Emergency Medical Responder, CPR, AED, Advanced First Aid and Communicable Disease Program Instructor.

Learning Objectives: By the close of the session the participant will

1. Review the DPR EMR, CPR, AED, AFA and CD Programs.
2. Discuss Adult Learning, Learning Styles, Motivation, Lesson Plans, Presentation Styles, and Domains of Learning, Testing Procedures, Scenarios, Remediation and Teaching Psychomotor Skills.
3. Evaluate the information from the Brady 10th Edition Chapters 8 - The Initial Assessment, 9 - Vital Signs and SAMPLE History, 10 - Assessment of the Trauma Patient, 11 - Assessment of the Medical Patient and 12 - Ongoing Assessment.
4. Demonstrate proficiency in all of the skills for AED, CPR and EMR.

ORAL AND SKILL PRESENTATIONS

Purpose: To provide the participant with the opportunity to instruct in lecture, demonstration and team-teaching techniques.

Learning Objectives: By the close of the session the participant will

1. Demonstrate competency in AED, CPR and EMR skills as per guidelines.
2. Present one 15-minute maximum team skill demonstration on AED/CPR/EMR material.
3. Present one 10-minute maximum individual lecture presentation on AED/CD/CPR/EMR.
4. Include a variety of teaching methods in the teaching presentations.
5. Demonstrate knowledge in AED/CD/CPR/EMR course materials.
6. Undergo verbal and written critiques of skills, presentations and exams.
7. Provide verbal and written critiques of peers' skills and lecture presentations.

SUMMARY

Purpose: To summarize and evaluate the program.

Learning Objectives: By the close of the session the participant will

1. Review the program and staff instructors.
2. Complete the staff instructor and program evaluations.
3. Provide verbal feedback for future programs.

STUDENT TEAM SKILLS PRESENTATION ASSIGNMENTS

Prepare all or a portion of the skill appropriate to a 15-minute maximum presentation. You will be evaluated using the evaluation sheet included in the syllabus. This is a team presentation and you must share in the delivery as much as possible. You can organize the team presentation with one starting and one finishing or going back and forth, however works best for you and your partner. Arrange for equipment, props and volunteers prior to your presentation. If you will need set-up time, contact a staff instructor before your presentation. If you are unsure about equipment availability at the Training Center or have questions about this assignment contact Mike Silvestri at (760) 720-6376 or email at msilv@parks.ca.gov.

Assessment of the Trauma PatientD.....	DeBoer and Moss
Assessment of the Medical Patient	Gill and Snyder
Vital Signs and Sample History	Jones and Whisner
Adult and Child CPR - Two Person (include clearing FBAO)	Hoehn and Futoran
Oxygen, Adjuncts, Airways and Suction.....	D'India and Pistone
Sager and Hare Splints	Kopacz and Rule
Bleeding Control and Sucking Chest Wound	Duggan and Burgan
Helmet Removal and C-Collar.....	Harder and McLaughlin
Log Roll and Patient Positioning on Backboard and Securing Patient to Backboard.....	Wadkins, Umlor and Hartman
Childbirth - Normal Delivery	Turner and Green
Diabetic Coma/Insulin Shock	Buck and McKenna

INDIVIDUAL 10 - MINUTE LECTURE PRESENTATION ASSIGNMENTS

Prepare all or a portion of the topic appropriate to a 10-minute maximum presentation. Think of this lecture presentation as a 10-minute review of all the critical criteria pertinent to your topic. All the same applies as for the Team Skill Presentation.

Initial Assessment	D'India
Vital Signs and SAMPLE History	Duggan
Assessment of the Trauma	Gill
Assessment of the Medical Patient	Harder
Circulatory System	Wadkins
Respiratory System	Kopacz
Musculoskeletal System.....	Moss
Nervous System	Rule
Shock Physiology	Whisner
Shock Treatment.....	Burgan
Childbirth – Normal.....	DeBoer
Cardiac Emergencies	Futoran
Respiratory Emergencies	Green
Diabetic Coma.....	Jones
Insulin Shock.....	McLaughlin
Heat Stroke	Pistone
Acute Abdominal Injuries.....	Turner
Allergic Reactions	Umlor
Hypothermia	Hoehn
C–Spine	Hartman
Stroke and Seizures	Snyder
Fractures	McKenna
Drowning	Buck

EMERGENCY MEDICAL RESPONDER PROGRAM

Instructor Evaluation - 15-Minute Team Teaching (Skill) Presentation

Instructor: _____ Date: _____
 Evaluator: _____

	Unsatisfactory						Excellent
	1	2	3	4	5	6	7
1. Introduction	Comments						
<ul style="list-style-type: none"> • Established need to know • Defined objectives • Outlined main points 	_____ _____ _____						
2. Knowledge	Comments						
<ul style="list-style-type: none"> • Knowledge of subject • Terminology, language, vocabulary 	_____ _____ _____						
3. Teaching Qualities	Comments						
<ul style="list-style-type: none"> • Personality • Appearance, voice • Preparedness, logical sequence • Effective use of time 	_____ _____ _____						
4. Delivery	Comments						
<ul style="list-style-type: none"> • Composure, eye contact • Gestures, enthusiasm 	_____ _____ _____						
5. Teaching Aids	Comments						
<ul style="list-style-type: none"> • Used effectively • Equipment working properly 	_____ _____ _____						
6. Conclusion	Comments						
<ul style="list-style-type: none"> • Main point recapped • Objective accomplished 	_____ _____ _____						
7. Employee Safety	Comments						
<ul style="list-style-type: none"> • Includes gloves and mask • Discusses about health risks • Discusses communicable diseases 	_____ _____ _____						
8. Demonstration Techniques	Comments						
<ul style="list-style-type: none"> • All students can see demo • Effective student participation 	_____ _____ _____						

EMERGENCY MEDICAL RESPONDER PROGRAM

Instructor Evaluation – 10 Minute Individual Lecture Presentation

Instructor: _____ Date: _____

Evaluator: _____

	Unsatisfactory	1	2	3	4	5	Excellent	6	7
1. Introduction									
<ul style="list-style-type: none"> • Established need to know • Defined objectives • Outlined main points 	Comments _____ _____ _____								
2. Knowledge									
<ul style="list-style-type: none"> • Knowledge of subject • Terminology, language, vocabulary 	Comments _____ _____ _____								
3. Teaching Qualities									
<ul style="list-style-type: none"> • Personality • Appearance, voice • Preparedness, logical sequence • Effective use of time 	Comments _____ _____ _____								
4. Delivery									
<ul style="list-style-type: none"> • Composure, eye contact • Gestures, enthusiasm 	Comments _____ _____ _____								
5. Teaching Aids									
<ul style="list-style-type: none"> • Used effectively • Equipment working properly 	Comments _____ _____ _____								
6. Conclusion									
<ul style="list-style-type: none"> • Main point recapped • Objective accomplished 	Comments _____ _____ _____								
7. Employee Safety									
<ul style="list-style-type: none"> • Includes gloves and mask • Discusses about health risks • Discusses communicable diseases 	Comments _____ _____ _____								
8. Demonstration Techniques									
<ul style="list-style-type: none"> • All students can see demo • Effective student participation 	Comments _____ _____ _____								

COURSE PASSING CRITERIA

1. The following must be presented at the **first class session**:

- A. **Current EMT- I Card.**

2. Written Exams:

The passing criterion is 80% on all of the written exams. Remediation may be allowed at the discretion of the staff instructors and/or Medical Director.

Exams include: AED 25 questions, CD 50 questions, CPR 50 questions, EMR 100 questions and DPR - EMR Instructor 50 questions (covers the teaching topics).

3. Skills Testing:

The passing criteria are 80% on all of the skills exams. Remediation may be allowed at the discretion of the staff instructors and/or Medical Director.

Skills include: CPR/AED, Cardiac Management with AED (partners), Oxygen Administration, Patient Assessment - Trauma (NR form), Patient Assessment - Medical (NR form), Bleeding Control, Helmet Removal/Spinal Immobilization (team), Traction, Childbirth - Normal.

4. Presentations:

Formal Skills and Lecture presentations will be evaluated by staff instructor and peers using evaluation forms included in the syllabus. The combined average of the staff's evaluations must equal 80%. Remediation may be allowed at the discretion of the staff instructors and/or Medical Director.

5. Complete POST-TRAINING EVALUATION 90 days after completion of program.

location map for
WILLIAM PENN MOTT JR. TRAINING CENTER
837 ASILOMAR BLVD.
PACIFIC GROVE, CALIFORNIA 93950

