

# EMR INSTRUCTOR

January 8-18, 2008

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** December 11, 2007  
**To:** Supervisor  
**From:** Department of Parks and Recreation  
William Penn Mott Jr. Training Center  
**Subject:** Employee Attendance at Formal Training

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 supervisor, must 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 logs in 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.



Michael D. Green  
Department Training Officer (Acting)

Attachment

cc: Participant

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### ***Mission Statement Training Office***

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

## TRAINING CENTER STAFF

Michael D. Green..... Department Training Officer (Acting)  
Pat Bost..... Office Manager  
Joanne Danielson..... Academy Coordinator  
Chuck Combs..... Training Specialist  
Sara Skinner..... Training Specialist  
Dave Galanti..... Training Specialist  
Summer Kincaid..... Training Specialist  
Michelle Gardner..... Cadet Training Officer  
Connie Breakfield..... Cadet Training Officer  
Pamela Yaeger..... Assistant Program Coordinator  
Bill Spencer..... Assistant Program Coordinator  
Edith Alhambra..... Assistant Program Coordinator  
Eric Marks..... 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

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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 Marconi Conference Center and, most recently, the Two Rivers Training Facility in Sacramento. 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. (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 3:00 p.m. on the date of arrival to 12:00 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 10:00 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, 12:00 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 Asilomar Chef at 831-372-8016 no later than one week before your scheduled arrival.

In order to assist participants with limited mobility, Asilomar provides a shuttle to and from the dining hall. Please contact either Asilomar staff upon check in, or Training Center staff upon your arrival, for instructions on arranging a transport.

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**

**otherwise 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. **MPC STUDENT ID:** **If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birthdate.**

<https://autobahn.mpc.edu/scripts/autobahn.exe/Execute?Application=WebReq&Program=REPORT-SR-FIND-SSN>

**Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.**

20. **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.

21. 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.
22. 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
23. 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.
24. FAX: The Training Center's FAX number is (831) 649-2824.
25. 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 5:00 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. **Please Note: There are no longer pay telephones outside of the Training Center. There are pay telephones located at the Asilomar Administration Building.**
26. 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.
27. 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.
28. 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.
29. 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 No. 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.
  - Prepare to give a maximum 15 minute Team Skills 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, **coffee mug**, pens, pencils, etc.

## **POST-TRAINING ASSIGNMENT**

Prior to 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).

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 13**  
**January 8–18, 2008**

**Tuesday**  
**January 8**

1500-	Registration: <i>Register at the Asilomar Administration Building</i>	All
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**Wednesday**  
**January 9**

0800–0900	Orientation	Staff
0900–1000	Group Exercise: Like Me	All
1000–1100	AFA/EMR Patient Assessment	Staff
1100–1200	CPR Review	Staff
1200–1300	<i>Lunch</i>	
1300–1400	Teaching CPR	Staff
1400–1700	AED Instructor Certification	Staff

**Thursday**  
**January 10**

0800–0900	AED/CPR Written Finals	All
0900–1100	Group Exercise: Roles and Responsibilities of Instructors	All
1100–1200	Adult Learning Style Profile	Staff
1200–1300	<i>Lunch</i>	
1300–1500	Concepts of Learning	Staff
1500–1600	Paralanguage: Exercise	All
1600–1700	Voice	Staff

**Friday**  
**January 11**

0800–1000	Lesson Planning	Staff
1000–1100	Competency Verification	Staff
1100–1200	Resources	Staff
1200–1300	<i>Lunch</i>	
1300–1500	Facilitation Skills: Exercise	All
1500–1700	Strategies	Staff

**Saturday**  
**January 12**

Prepare for Team and Individual Presentations

**Sunday**  
**January 13**

Prepare for Team and Individual Presentations

**EMERGENCY MEDICAL RESPONDER INSTRUCTOR GROUP 13**  
**January 8-18, 2008**

**Monday**

**January 14**

0800–1200	EMR Skills Testing	All
1200–1300	<i>Lunch</i>	
1300–1400	Apollo 15	Staff
1400–1700	Team Skills Presentations	All

**Tuesday**

**January 15**

0800–1000	CPR Skills Testing	All
1000–1200	Team Skills Presentations	All
1200–1300	<i>Lunch</i>	
1300–1400	Protocols	Staff
1400–1500	Games	All
1500–1700	Prep Individual Presentations	All

**Wednesday**

**January 16**

0800–0900	Teaching Communicable Disease	Staff
0900–1000	Where are We? Needs?	Staff
1000–1200	Prep Individual Presentations	All
1200–1300	<i>Lunch</i>	
1300–1700	Individual Presentations	All

**Thursday**

**January 17**

0800–1000	CD/EMR Written Finals	All
1000–1200	ETMS and Record Keeping/Public Safety Website	Staff
1200–1300	<i>Lunch</i>	
1300–1700	Individual Presentations	All

**Friday**

**January 18**

0800–1000	DPR Instructor Written Final	All
1000–1100	Group Exercise: What Worked? What Didn't? Your Thoughts ....	All
1100–1200	Written Evaluations	All
1200–	<i>Lunch and Departure</i>	

**EMERGENCY MEDICAL RESPONDER INSTRUCTOR**

**60 HOURS**

**PROGRAM OUTLINE**

**ORIENTATION AND INTRODUCTION** ..... 1

**EMR PROGRAM/INSTRUCTION INFORMATION** ..... 33

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** ..... 15

Team Skills Presentations .....

Individual Lecture Presentations .....

**TESTING** ..... 10

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** ..... **60**

## **EMERGENCY MEDICAL RESPONDER INSTRUCTOR TRAINING**

### **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.

Performance 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.

Performance 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.

Performance 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.

Performance 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 Patient (EMR) .....	Cleland and Kennedy
Assessment of the Medical Patient (EMR) .....	Harder and Escalante
Vital Signs and Sample History .....	Turner and Heuston
Adult and Child CPR – Two Person (include clearing FBAO) .....	Jones and Miller
Oxygen, Adjuncts, Airways and Suction.....	Lohi and McJunkin
Sager, Hare Splints and Kendrick .....	McCallan and TBA
Bleeding Control and Sucking Chest Wound .....	TBA
Helmet Removal and C–Collar.....	TBA
Log Roll and Patient Positioning on Backboard and Securing Patient to Backboard.....	TBA
Childbirth – Normal Delivery.....	TBA
Diabetic Coma/Insulin Shock .....	TBA



## **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 .....	Escalante
Vital Signs and SAMPLE History .....	Harder
Assessment of the Trauma Patient (EMR) .....	Heuston
Assessment of the Medical Patient (EMR) .....	Jones
Circulatory System .....	Kennedy
Respiratory System .....	Lohi
Musculoskeletal System.....	McJunkin
Nervous System .....	Miller
Shock Physiology .....	Turner
Cardiac Emergencies .....	McCallan
Respiratory Emergencies .....	TBA
Diabetic Coma.....	TBA
Insulin Shock.....	TBA
Allergic Reactions .....	TBA
Stroke and Seizures .....	TBA

## EMERGENCY MEDICAL RESPONDER PROGRAM

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

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Evaluator: \_\_\_\_\_

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

# EMERGENCY MEDICAL RESPONDER PROGRAM

## Instructor Evaluation – 10 Minute Individual Lecture Presentation

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_  
Evaluator: \_\_\_\_\_

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

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## 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

