

State of California . The Natural Resources Agency . CA State Parks

Emergency Medical Responder Instructor Refresher

September 21-25, 2014

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: September 11, 2014

To: Supervisor

From: Theresa Bober, Department Training Officer
William Penn Mott Jr. Training Center
Department of Parks and Recreation

Subject: Employee Attendance at Formal Training
Emergency Medical Responder Instructor Refresher Group 10

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.

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

Theresa Bober Department Training Officer
Connie Breakfield Field Training Program Manager
Sara M. Skinner Training Specialist
Dave Galanti Training Specialist
Karyn Lombard Training Specialist
Matt Cardinet Cadet Training Officer
Travis Gee Cadet Training Officer
Pamela Yaeger Assistant Program Coordinator
Edith Alhambra Assistant Program Coordinator
Lisa Anthony 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). You should be able to 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 Office. No reimbursement for travel expense – including per diem cost – will be approved for travel not specifically authorized in advance by the District Superintendent. Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.

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

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 Mott 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. Advise the Training Specialist 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.

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

5. **ENROLLMENT OR HOUSING CANCELLATION POLICY:** To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Specialist 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 Specialist 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. OFF-GROUNDS ACCOMMODATIONS: When authorized to stay off-grounds by the Department Training Officer, the Mott Training Center will absorb the cost of your room and meals at the current DPR Asilomar rate. If you stay off-grounds and have meals on grounds, the Mott Training Center will authorize only what the Department pays Asilomar for lodging.
7. 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. Contact either Asilomar staff upon check-in, or Mott Training Center staff upon your arrival, for instructions on arranging a transport.

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

Because we are on the 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.

9. ROOM SAFES: Two safes have been installed in each of the lodge rooms used by the Mott 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 Mott Training Center has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
10. WEAPONS: Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the Mott 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 Mott Training Center's safes in the Whitehead Room or secured in your vehicle.
11. 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 ARAMARK.
12. SMOKING: Smoking is not permitted in the Mott Training Center or in any lodge or guest room on the Asilomar Conference Grounds.

13. **TRAINING CENTER:** The Mott 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.
14. **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.
15. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced DPR employees in the field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their presentation, and provide a level of expertise difficulty to match.
16. **TRAINING SECTION STAFF:** Travis Gee is your Training Specialist and has been assigned responsibility for your training group. During the program, you may be asked to assist Training Section staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Training Section staff will do all within their power to make your training experience pleasant and meaningful.
17. **TRAINING MATERIALS:** Materials may be made available to you at both your unit and the Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook may be issued to you at the training session for notes and convenience in handling materials. Bring your own pens, pencils, etc.
18. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important for the success of this training. An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course. The Department Training Officer may modify (except for POST RBC) this requirement based upon participant knowledge level and/or the portion of the course missed. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
19. **VEHICLES:** All vehicles should be parked in the lots adjacent to the Mott Training Center. Any questions regarding use of a State vehicle while at the Mott Training

Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Mott Training Center.

20. BICYCLES: If you bring your bicycle, store it in the bicycle shed next to the Mott Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc. The Mott 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
PO 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. Limit those calls to your breaks.
23. FAX: The Mott 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 5:00 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 California State Parks training group. **Note: There are no longer pay telephones outside of the Mott Training Center. There are pay telephones located at the Asilomar Administration Building.**
25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments.
26. RECREATION: Facilities available on grounds include a heated swimming pool, 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, these 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. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please bring your own coffee cup.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the William Penn Mott Jr. Training Center, the following list is provided:

- _____ 1. Be sure to have read and understood the Emergency Medical Responder Instructor Refresher syllabus prior to your arrival at the Mott Training Center.
- _____ 2. Arrange your travel through your Unit/District Office.
- _____ 3. Uniforms will be required during the classroom sessions Monday and Tuesday (No POPE Gear). Department uniforms that may be worn include:
 - Field uniform long pants (tactical pants are recommended)
 - Approved field uniform shirts
 - Field uniform jacket
 - Closed toe field uniform shoes
- _____ 4. Uniforms will not be required for team presentations. Some team presentations may be done outside. Be prepared for the possibility of rain. Bring “throw-away” clothing.
- _____ 5. Bring the following with you to training:
 - Proper field uniform (Review DOM 2300 and Formal Training Guidelines #8)
 - One set of disposable clothing
 - Reusable coffee cup, refillable water container, alarm clock, pens, and pencils

If you have any questions or need assistance, contact Training Specialist Travis Gee at (530) 893-7340 or Travis.Gee@parks.ca.gov.

PRE-TRAINING ASSIGNMENTS

The pre-training assignment is to prepare for the written examinations and review all of your EMR/CPR skills. Come prepared for all skills! The pace will be quick. This will allow plenty of time for the team presentations.

Presentation Topics

- Bleeding control with communicable disease
- O2 with environmental emergencies
- PA (medical) with medical emergencies
- PA (trauma) with scene safety and patient handling
- C-spine with the EMS system
- Traction with triage

Presentation Guidelines

Presentations should be hands-on **or** scenario based. They must relate to situations actually seen in the field and include skills practice and information normally given in a classroom environment. Think about how to convey the lecture/book information in creative and innovative ways that inspire your students to learn and retain what you are teaching. Remember: although humor can be fun in a demonstration or scenario, do not let it interfere with learning.

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should 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 REFRESHER GROUP 10
September 21-25, 2014

Sunday
September 21

1500	REGISTRATION: <i>Check-in at the Asilomar Administration Building</i>	All
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Monday
September 22

0800-0900	Introductions and Expectations	Staff
0900-1100	DPR Written Exams: CD / CPR / AED / EMR	Staff
1100-1200	PA Trauma Review	Staff
1200-1300	Lunch	
1300-1400	PA Medical Review	Staff
1400-1500	C-Spine Review	Staff
1500-1600	Bleeding Control Review	Staff
1600-1700	Traction Review	Staff

Tuesday
September 23

0800-0900	Extrication – BEAM / LME Review	All
0900-1200	O2 / CPR / AED – Cardiac Management Review	Staff
1200-1300	Lunch	
1300-1400	OB Manikin Presentation and Demonstration	Staff
1400-1500	Presenting and Testing Multiple Skills Scenarios	Staff
1500-1600	Assignments – Teams and Scenario Topics	Staff
1600-1700	Team Preparation	

Wednesday
September 24

0800-1000	Team Preparation	Class
1000-1200	Team Presentation (2 hours each) Present, Evaluate, and Critique	Class
1200-1300	Lunch	
1300-1500	Team Presentations	Class
1500-1700	ETMS	Staff

Thursday
September 25

0800-1200	Team Presentations	Class
1200-1300	Lunch	
1300-1700	Team Presentations, Closing Comments and Conclusion	Class

EMERGENCY MEDICAL RESPONDER INSTRUCTOR REFRESHER

<u>PROGRAM OUTLINE</u>	<u>HOURS</u>
ORIENTATION AND INTRODUCTION.....	1
DPR WRITTEN EXAMS.....	2
EMS SKILLS REFRESHER	9.5
Patient Assessment Trauma	
Patient Assessment Medical	
C-spine.....	
Bleeding Control.....	
Traction	
Extrication	
CPR / AED / O2	
Childbirth	
CREATING / PRESENTING / EVALUATING MULTIPLE SKILLS SCENARIOS	17.5
DPR EMERGENCY MEDICAL SERVICES PROGRAM FOR INSTRUCTORS.....	2
TOTAL HOURS.....	32

EMERGENCY MEDICAL RESPONDER INSTRUCTOR REFRESHER

PROGRAM ORIENTATION

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

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

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

EMERGENCY MEDICAL SERVICES EDUCATION

Purpose: To provide necessary teaching updates for DPR – EMS Instructors.

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

1. Describe the direction of the EMS Programs in the Department.
2. Review the Department's protocols, skills testing and lesson plans.
3. Identify the Department's EMR / CPR / AED / CD training programs.
4. Demonstrate the functions of the Department's Employee Training Management System.

WRITTEN AND SKILLS TESTING / SCENARIO PRESENTATIONS / EVALUATION

Purpose: To provide the participant with the opportunity to create / present / 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. Establish skills proficiency in EMR / CPR / AED.
2. Show control cognitive proficiency in written EMR / CPR / AED / CD exams.
3. Demonstrate proficiency in creating / presenting / evaluating multiple skills testing scenarios in a team teaching format.

SUMMARY

Purpose: To summarize and evaluate the EMR Instructor Refresher Program.

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

1. Review the program.
2. Complete the program evaluation.
3. Ask questions of the Medical Director regarding the program.
4. Demonstrate the ability to provide verbal feedback for future programs.

COURSE PASSING CRITERIA

1. 80% on all written exams covering EMR / 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, Oxygen Administration, Spinal Immobilization and Traction Splints.
3. Remediation may be allowed at the discretion of the staff instructors and/or Medical Director.
4. Complete Post-Training Evaluation.

Training Center, 837 Asilomar Blvd., Pacific Grove, CA 93950

