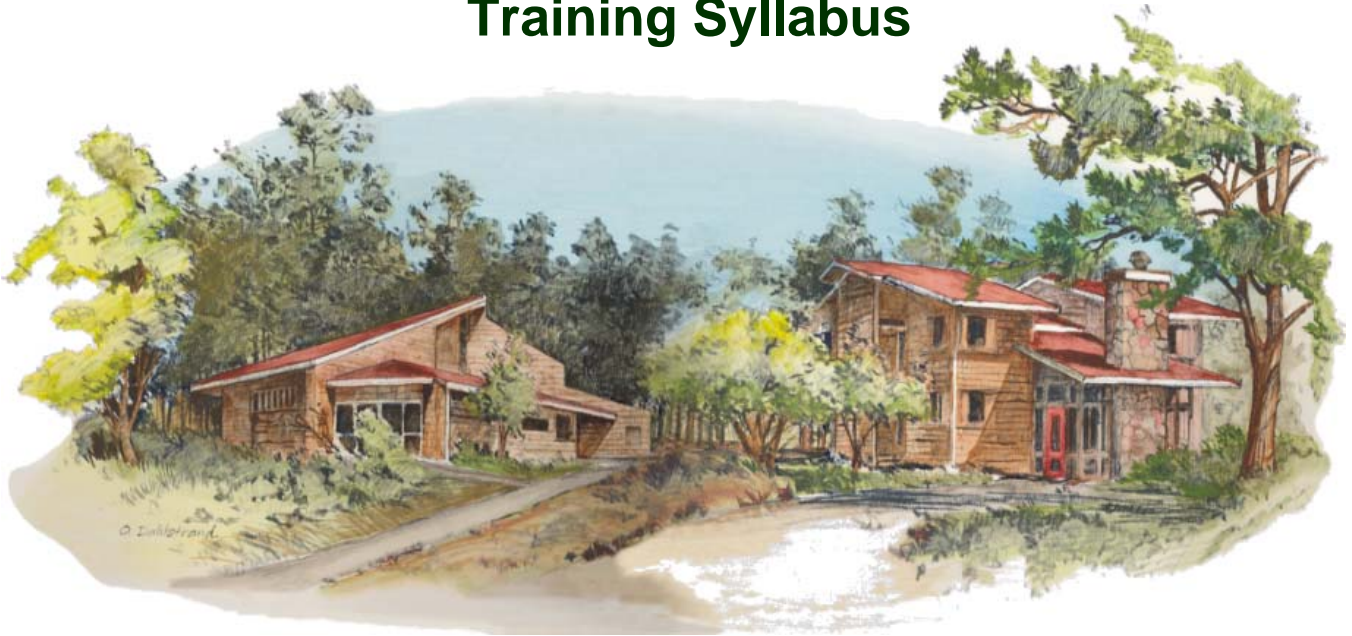


Emergency Medical Responder Instructor Refresher

January 8-13, 2012

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: January 3, 2012

To: Supervisor

From: William Penn Mott Jr. Training Center
Department of Parks and Recreation

Subject: Employee Attendance at Formal Training
Emergency Medical Responder Instructor Refresher Group 7

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.



Joanne Danielson
Academy Director, Acting

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

David Saxby..... Department Training Officer, Acting
Joanne DanielsonAcademy Director, Acting
Juventino Ortiz..... Academy Coordinator
Pat Bost..... Office Manager
Chuck CombsTraining Specialist
Sara M. SkinnerTraining Specialist
Dave GalantiTraining Specialist
Karyn LombardTraining Specialist
Matt Cardinet Cadet Training Officer
Dan Kraft..... Cadet Training Officer
Nicole Shannon Cadet Training Officer
Dan Raducanu..... Cadet Training Officer
Pamela Yaeger Assistant Program Coordinator
Edith Alhambra Assistant Program Coordinator
Ellen Dewsnap..... Assistant Program Coordinator
Socorro WallaceProgram Assistant
Joanne CicconeProgram Assistant
Rogers Williams.....Program Assistant

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, Huntington State Beach, and California National Guard Camp San Luis Obispo. 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 Camp San Luis Obispo Training Office does not have the capability to provide transportation to/from the local airports.

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

4. HOUSING: Housing will be assigned to you on a shared-room basis and will be available from 2:00 p.m. on the date of arrival to 12:00 noon on the date of departure. At Camp San Luis Obispo, check-in is at the Billeting Office (Building 738) which is open 8:00 a.m. to 4:30 p.m. daily except for Federal Holidays. For after hour's registration at Camp San Luis Obispo, follow the posted directions on the Billeting Office door.

The Department provides your room and board expenses at Camp San Luis Obispo only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. No animals are permitted in Camp San Luis Obispo housing, except for official business and prior housing arrangement. 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 assigned rooms. Quiet hour for living areas is 10:00 p.m.

Please 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. Please be prepared to handle this appropriately.

5. **ENROLLMENT OR 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. Lodging, registration and associated fees will be charged to the employee's District Office if a training cancellation is received with less than 72 hours 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 Training Section will pick up the cost of your

room and meals at the current DPR Camp San Luis Obispo rate. If you stay off grounds and have meals on grounds, the Training Center will authorize only what the Department pays Camp San Luis Obispo for lodging.

7. MEALS: Meals will be provided, semi-cafeteria style at the Camp San Luis Obispo Dining Facility (DFAC – Building 854), from dinner on the date of arrival through lunch on the date of departure. Camp San Luis Obispo meals will be served from 6:00 a.m. to 7:30 a.m. for breakfast, 11:30 a.m. to 1:00 p.m. for lunch, and 5:00 p.m. to 6:30 p.m. for dinner. You will sign in as you enter the DFAC. No cards are issued. Hot or box lunches may be provided on some days. If you require a special diet, notify the assigned Training Specialist or Training Section staff no later than one week before your scheduled arrival.

Appropriate professional attire is expected while dining at the DFAC and clean shoes are required to minimize dirt, mud or other material from being tracked into the facility. California National Guard and tenant program staff and participants will also be utilizing this facility.

8. HOUSEKEEPING: Housekeeping time is 8:15 a.m. daily.
9. 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 California National Guard Camp San Luis Obispo Training Facility 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.

10. ROOM SAFES: Two safes have been installed in each of the rooms used by the State Park Cadets (Building 618 and 619). These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Camp San Luis Obispo staff has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
11. WEAPONS: Weapons are permitted in rooms under the following conditions: Authorized firearms and magazines stored while at Camp San Luis Obispo shall be in a safe condition and stored in one of the following locations: your room only when you are present (State Park Cadets required to store weapons without any live ammo in the provided safe in Building 618 and 619, or secured in your vehicle.
12. ALCOHOLIC BEVERAGES: State Park Cadets shall not possess or consume alcoholic beverages. Instructors and State Park staff can only possess and

consume alcoholic beverages in assigned housing while at Camp San Luis Obispo.

13. **SMOKING:** Smoking is not permitted in any facility or housing at Camp San Luis Obispo.
14. **TRAINING CENTER:** California National Guard Camp San Luis Obispo is located at 10 Sonoma Avenue in San Luis Obispo (93405) off Highway One between the cities of San Luis Obispo and Morro Bay. All training facilities are administered by California National Guard personnel or authorized contractors. Constant efforts are made to maintain a sound, harmonious working relationship between the Department and the National Guard, its employees and contractors. 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 all California National Guard personnel, training participants, and contractors. It is imperative that you represent the Department well on and off duty.

You can get complete information for the rules of entering the Post and the required vehicle registration permit at www.calguard.ca.gov/cslo. It is recommended that if you are driving a personal vehicle to complete the vehicle registration form prior to arrival. It will speed up your entry into Camp San Luis Obispo.

15. **REGISTRATION:** When you arrive at Camp San Luis Obispo, you will enter the main gate from Highway One. Have your pre-printed vehicle permit, California Driver's License, Vehicle Registration and Proof of Insurance (personal vehicle) ready to present to the guard. You will be issued a vehicle permit to display in your vehicle while on base for your stay. You will need to show identification along with your vehicle permit each time you enter Camp San Luis Obispo.

Once you have been approved to enter, take the first left turn onto San Joaquin Avenue. You will check-in at the second building on the right. This is the Billeting Building (738). You will get your room assignment and key during office hours. After office hour's registration, follow the posted directions on the Billeting Office door.

DPR personnel will primarily be housed in the 600 buildings of the East Camp located on each side of Kern Avenue. Once you have checked-in at Billeting, proceed straight on San Joaquin Avenue. At the end of San Joaquin (second stop sign), you will turn left onto Kern Avenue. Proceed on Kern driving under Highway One and past Story Road. The 600 buildings will be on both sides of Kern between Napa and San Diego; 600, 601 and 603 are on the right.

16. **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.

17. **TRAINING SECTION STAFF:** Michael Silvestri 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.
18. **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 note taking and convenience in handling materials. Bring your own pens, pencils, etc.
19. **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 (5% for POST Regular Basic Course Academy) 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.
20. **VEHICLES:** All vehicles should be parked in the lots adjacent to the assigned Camp San Luis Obispo facility. Any questions regarding use of a State vehicle while at training should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Training Center.

After your initial entry into Camp San Luis Obispo (see Training Center and Registration), each time you enter the Front Gate in your personal vehicle you will be asked to present your Camp San Luis Obispo vehicle permit and your driver's license. If you are driving a State vehicle, you will be asked to present your driver's license or employee identification card. Vehicles are subject to search when necessary.

21. **BICYCLES:** At Camp San Luis Obispo, if you bring your bicycle, it must be stored on or in your vehicle. Bicycles may not be stored in your lodging room, brought into any building nor chained to lamp posts, trees, etc. Camp San Luis Obispo does have some bicycles available for loan from the Billeting Office.
22. **CELL PHONES:** As a courtesy to your fellow participants and course leaders please 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 Camp San Luis Obispo Office FAX number is (805) 549 – 3440.
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 Mott Training Center at (831) 649-2954. Calls after 5:00 p.m. or during weekends or holidays cannot be answered. In the case of an emergency, contact Camp San Luis Obispo Academy staff. Emergencies occurring at Camp San Luis Obispo, contact 9-1-1 and the Front Gate at (805) 594-6571.
25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments in San Luis Obispo. The Camp San Luis Obispo Laundry Building (814) with coin operated machines is located across from the Post Exchange Building (806). A Barbershop is also located at the same location with limited hours of operation.
26. RECREATION: Facilities available on adjacent Cuesta College grounds include a heated swimming pool, running track and gymnasium. The San Luis Obispo and coastal community area offers horseback riding, golf, hiking, deep sea fishing along with many historical landmarks and scenic sights to explore. No bicycles may be kept in lodging, please store in your vehicle.
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: Coffee break refreshments will not be available at Camp San Luis Obispo. Only water bottles filled with water are allowed in the classroom.

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.

PROGRAM ATTENDANCE CHECKLIST/PRE-TRAINING ASSIGNMENTS

To assist you in your preparation for formal training sessions at the California National Guard Camp San Luis Obispo Training Facility, the following checklist is provided:

1. Be sure to have read and understand the EMR Refresher Training Program Syllabus prior to the first scheduled session.
2. Arrange your travel through your District Office.
3. Uniforms will be required during the classroom sessions (No POPE Gear).
Department uniforms that may be worn include:
 - Field uniform long pants
 - Tactical long pants
 - Department authorized polo shirts
 - Approved field uniform shirts
 - Field uniform jacket
 - Closed toe field uniform shoes

Uniforms will not be required for Team Presentations. The team presentations will be done outside or in the scenario warehouse Building (1306). The warehouse has no heating and it will be cold, so you are advised to bring plenty of appropriate warm clothes; layered clothing is advised and prepare for the possibility of rain. In January, San Luis Obispo has an average low of 42 and high of 62; it averages 3.49 inches of rain with an overall average of about .1" of rain daily.

4. Recommended that you bring a beach chair for the Team Presentations.
5. **BRING a laptop computer!!! BRING a thumb drive !!!!**
6. The only pre-training assignments are to prepare for the written examinations and review all of your EMR/CPR Skills. Come prepared for all skills as the pace will be quick so we can allow for plenty of time for the team presentations.
7. If you plan on doing your EMT Skills Verification while at this class then prepare accordingly. We are not providing an EMT Refresher course just testing skills.

EMERGENCY MEDICAL RESPONDER INSTRUCTOR REFRESHER
January 8 - 13, 2012

Sunday

January 8

1500-	Registration at Camp SLO Billeting Building	All
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Monday

January 9

0800-0900	Introductions and Expectations	Silvestri
0900-1100	DPR Written Exams: CD, CPR/AED, EMR	Stinson
1100-1200	PA Trauma Review	Topar
1200-1300	LUNCH	
1300-1330	Building 1306 Walk-thru	Holland
1330-1400	PA Medical Review	Stinson
1400-1500	C-Spine Review	Futoran
1500-1600	Bleeding Control Review	Silvestri
1600-1700	Traction Review	Pass

Tuesday

January 10

0800-0900	Extrication - BEAM/LME Review	Topar
0900-1200	CPR/AED - Cardiac Management Review	Futoran
1200-1300	LUNCH	
1300-1400	OB Manikin Presentation and Demonstration	Kramp
1400-1500	Presenting and Testing Multiple Skills Scenarios	Topar
1500-1600	Assignments - Teams and Scenario Topics	Stinson
1600-1700	Team Preparation	Class

Wednesday

January 11

0800-1000	Team Preparation	Class
1000-1200	Team Presentation (2 hours each) Present and Evaluate Scenario, Critique	Class
1200-1300	LUNCH	
1300-1500	Team Presentation	Class
1500-1700	ETMS (Building 701)	Wagy

EMERGENCY MEDICAL RESPONDER INSTRUCTOR REFRESHER
January 8 - 13, 2012

Thursday
January 12

0800-1200	Team Presentations	Class
1200-1300	LUNCH	
1300-1700	Team Presentations	Class

Friday
January 13

0800-1000	DPR EMS-EMSA	Pelonio
1000-1100	Open Discussion	Dunnavant
1100-1200	Closing Comments and Evaluations	Staff

Note: Six Presentation Groups

Topics: PA Trauma with Life-threatening Extremity Bleed and Traction
PA Medica-Chest Pain with Meds and Ankle Fx
Extrication with Two Patients- C-spine and Sucking Chest Wound
Childbirth with Twins
Drowning with Vomit, Airway Management, AED
PA Trauma with 3rd Degree Extremity Burns

Bring: Old clothes for scenarios
Laptop computer for ETMS and EMS presentations
Thumb drive for transfer of info

Uniform: Polo shirt
Tactical pants
Black shoes or boots

EMERGENCY MEDICAL RESPONDER INSTRUCTOR REFRESHER

<u>PROGRAM OUTLINE</u>	<u>HOURS</u>
ORIENTATION AND INTRODUCTION.....	1.0
DPR WRITTEN EXAMS.....	2.0
EMS SKILLS REFRESHER	9.5
Patient Assessment Medical and Trauma	
C-spine.....	
Bleeding Control.....	
Traction	
Extrication	
CPR/AED	
Childbirth	
CREATING/PRESENTING/EVALUATING MULTIPLE SKILLS SCENARIOS	17.5
EMPLOYEE TRAINING MANAGEMENT SYSTEM FOR INSTRUCTORS.....	2.0
DPR EMERGENCY MEDICAL SERVICES PROGRAM FOR INSTRUCTORS.....	2.0
OPEN DISCUSSION WITH DPR MEDICAL DIRECTOR.....	1.0
PROGRAM EVALUATION AND WRAP-U	<u>1.0</u>
TOTAL HOURS	36.0

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 participants will

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

EMERGENCY MEDICAL SERVICES EDUCATION

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

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

1. Be familiar with direction of the EMS Programs in the Department.
2. Be familiar with the Department's Protocols, Skills Testing and Lesson Plans.
3. Be familiar with the Department's EMR/CPR/AED/CD training programs.
4. Be familiar with 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. Demonstrate skills proficiency in EMR/CPR/AED.
2. Demonstrate 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.

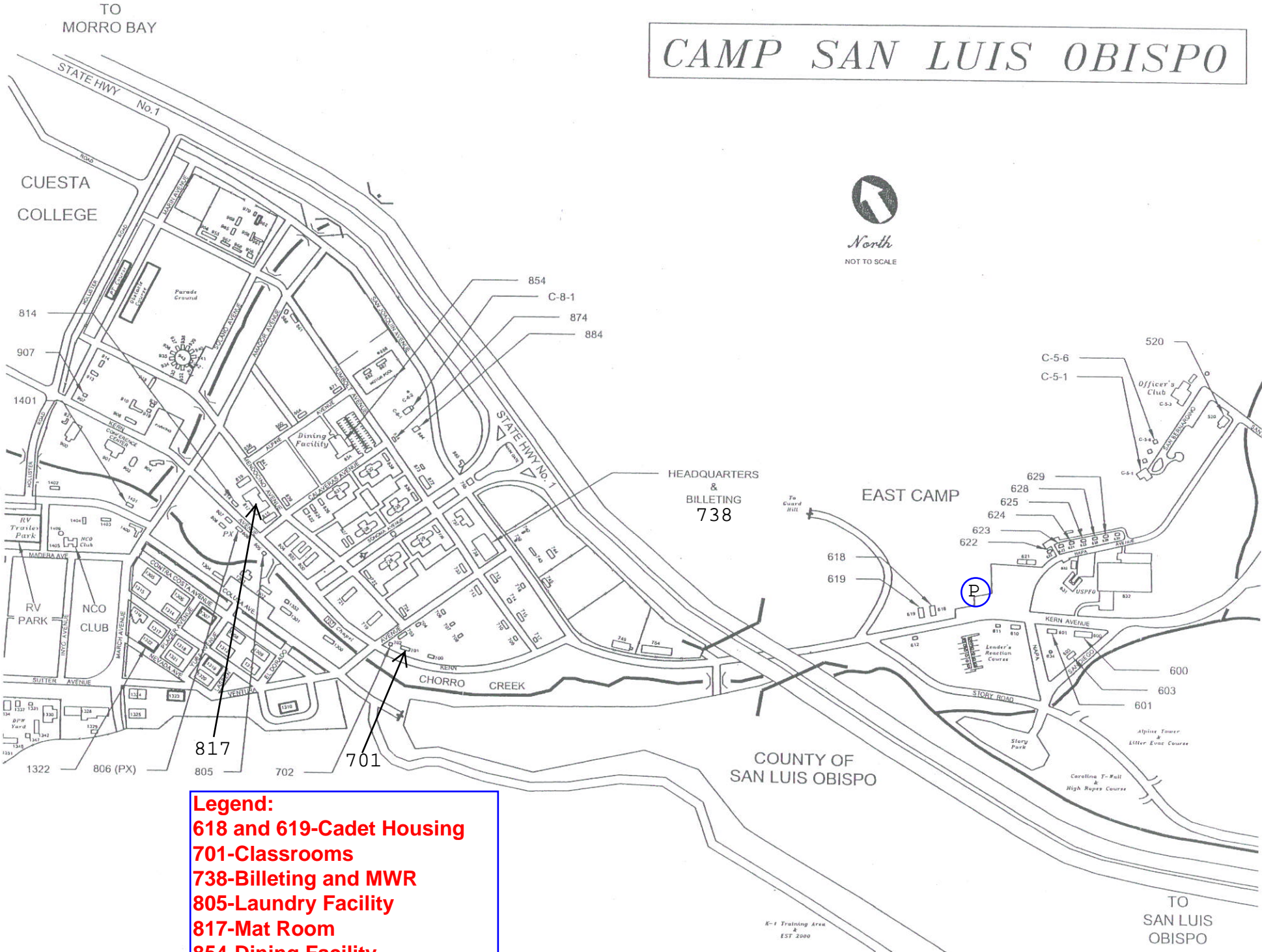
Performance Objectives: By the close of the session the participants will

1. Review the program.
2. Complete the program evaluation.
3. Have the ability to ask questions of the Medical Director regarding the program.
4. Have 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, Traction Splints.
3. Remediation may be allowed at the discretion of the staff instructors and/or Medical Director.
4. Compete Post-Training Evaluation.

CAMP SAN LUIS OBISPO



Legend:
 618 and 619-Cadet Housing
 701-Classrooms
 738-Billeting and MWR
 805-Laundry Facility
 817-Mat Room
 854-Dining Facility



K-1 Training Area
EST. 2000

TO
SAN LUIS
OBISPO