

Emergency Medical Technician Refresher

October 8-12, 2007

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: August 27, 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 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.



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 and productivity through
consulting and collaboration, training and human resources
development.***

TRAINING CENTER STAFF

Michael Green..... Department Training Officer (Acting)
Pat Bost Office Manager
Joanne Danielson Academy Coordinator
Chuck Combs..... Training Specialist
Dave Galanti Training Specialist
Sara Skinner 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
Summer Kincaid..... Assistant Program Coordinator
Eric Marks Program Assistant
Patrick Moxon 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 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.

PROGRAM ATTENDANCE CHECKLIST/PRE-TRAINING ASSIGNMENTS

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

1. Be sure you have read and understand the EMT Refresher 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.
 - ◆ Such casual clothing as undershirts, crop or midriff tops, tank tops, shorts/miniskirts, clothing with inappropriate designs or wording, and ragged and/or badly faded jeans do not reflect a positive image. Closed toe shoes must be worn, no sandals.
4. Complete the following pre-training assignments prior to arriving:
 - Study your Emergency Care Book. Bring what you have. This is an EMT refresher course so get ready!! **Bring text book with you.**
 - Visit the National Registry website and become familiar with their program, skills, and their testing process.
 - Review all of the skills for CPR, AED, and EMT.
 - Memorize all of the National Registry Skills, especially the Patient Assessment/Management for Trauma and Medical (attached).
 - Prepare to take the CPR and AED written finals on the first day of class.
 - Prepare to perform all of the skills tests for CPR and AED on the first day of class.
5. Remember to bring the following with you to training:
 - EMT Instructor Refresher Program Syllabus.
 - Brady 10th or similar EMT text book.** Pens, pencils, etc.
 - Proper clothing for working on skills.
 - Proof of current EMT Certification is REQUIRED**

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.

EMT REFRESHER GROUP 1
October 8-12, 2007

Monday

October 8

1500- Registration at the Asilomar Administration Building All

Tuesday

October 9

0800-0900 EMT-I Refresher Orientation and Objectives Staff

0900-1200 CPR/AED Refresher with Written and Skills Testing

1200-1300 *Lunch*

1300-1400 Initial Assessment

1400-1500 Trauma Assessment

1500-1600 Medical Assessment

1600-1800 Skills Lab

Wednesday

October 10

0800-0900 Preparatory (Modules 1 - 5) Staff

0900-1000 Airway

1000-1100 Behavioral Emergencies

1100-1200 Infants and Children

1200-1300 *Lunch*

1300-1500 Skills Review (traction, bleeding control, cardiac management)

1500-1700 Skills Lab

1700-1800 Obstetrics

Thursday

October 11

0800-1100 Trauma and Medical Emergencies Staff

1100-1200 Environmental Emergencies

1200-1300 *Lunch*

1300-1400 Environmental Emergencies

1400-1600 Skills Review (c-spine, childbirth)

1600-1800 Skills Lab

Friday

October 12

0800-1200 EMT-I Final Skills Competency Verification Staff

1200- *Lunch and Departure*

EMT REFRESHER TRAINING PROGRAM

PROGRAM OUTLINE

28 Hours

ORIENTATION AND INTRODUCTION..... .5

CPR/AED REFRESHER 3

EMT REFRESHER.....20

Preparatory/Patient Assessment Operations

Airway Management.....

Behavioral Emergencies

Infants and Children

Trauma and Medical Emergencies.....

Environmental Emergencies

Lifting and Moving Patients

Obstetrics and Gynecological Emergencies.....

TESTING..... 4

EMT – Skills Testing (Includes Bleeding Control/Shock Management,
Emergency Childbirth, Patient Assessment – Trauma, Patient Assessment
Management – Medical, Cardiac Management with AED, Bag-Valve-Ask
Apneic Patient, Spinal Immobilization – Supine Patient, Traction Splint)

PROGRAM EVALUATION AND WRAP-UP..... .5

TOTAL HOURS **28**

EMT REFRESHER

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 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 updated information and skills refresher necessary to maintain EMT Certification. This includes a complete EMT Refresher course based on National Registry Skills and Title 22 Guidelines.

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

1. Be updated in the CPR, AED and CD Programs.
2. Successfully complete a DPR EMT Refresher Course.
3. Demonstrate proficiency in all of the skills for AED, CPR and EMT.

SUMMARY

Purpose: To summarize and evaluate the EMT Refresher Program.

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

1. Review the program and evaluate staff instructors.
2. Complete the staff instructor and program evaluations.
3. Have the opportunity to provide verbal feedback for future programs.

COURSE PASSING CRITERIA

1. Written Exams:

The passing criteria are 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.

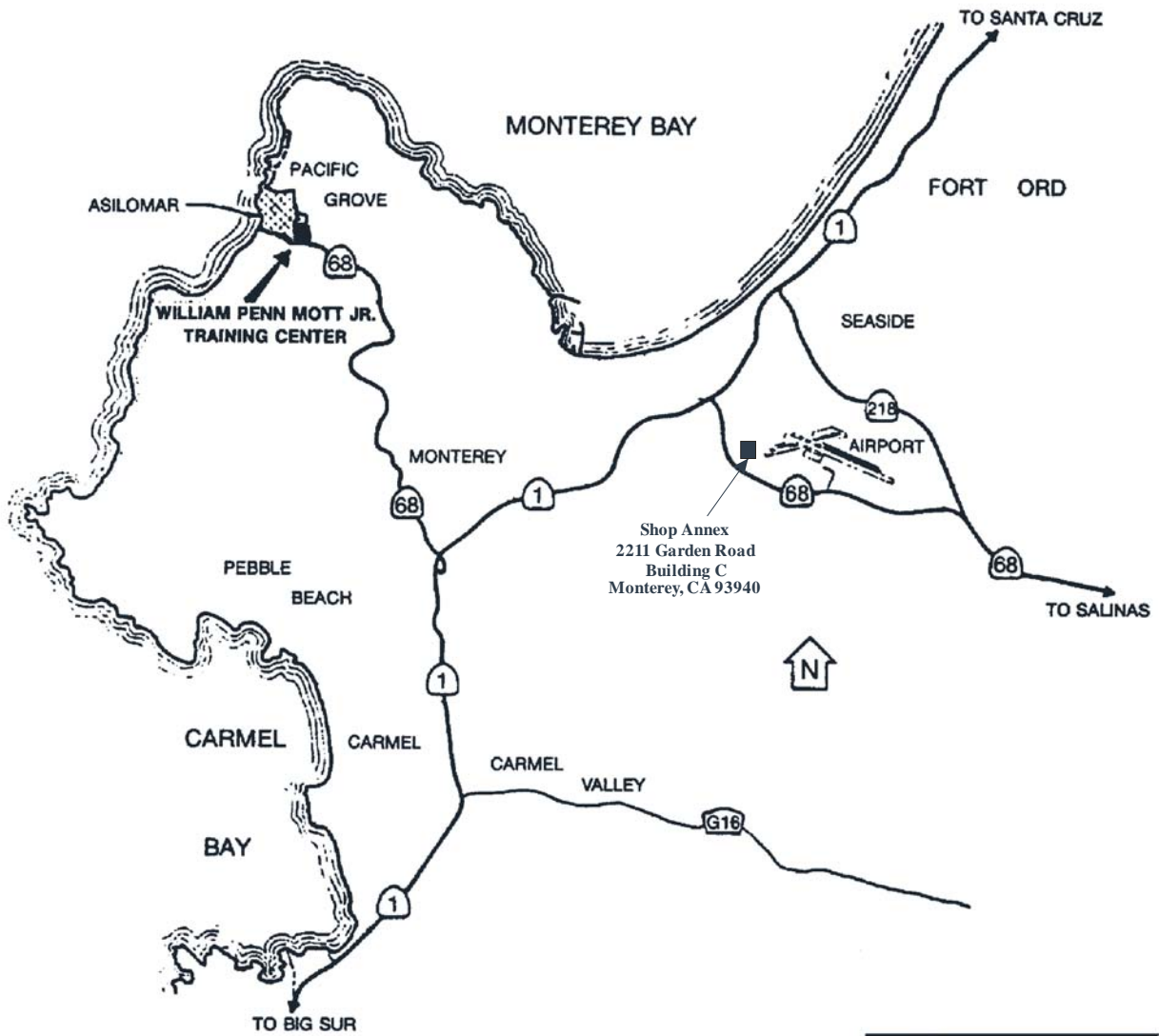
2. Skills Testing:

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/FBAO, Cardiac Management with AED, Bleeding Control/Shock Management, Emergency Childbirth, Patient Assessment Management – Trauma, Patient Assessment Management – Medical, Bag-Valve-Mask Apneic Patient, Spinal Immobilization – Supine Patient, Traction Splint.

3. Complete POST-TRAINING EVALUATION.

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



**AIRWAY, OXYGEN AND VENTILATION SKILLS
UPPER AIRWAY ADJUNCTS AND SUCTION**

Start Time: _____

Stop Time: _____ Date: _____

Candidate's Name: _____

Evaluator's Name: _____

OROPHARYNGEAL AIRWAY

	Points Possible	Points Awarded
Takes, or verbalizes, body substance isolation precautions	1	
Selects appropriately sized airway	1	
Measures airway	1	
Inserts airway without pushing the tongue posteriorly	1	
Note: The examiner must advise the candidate that the patient is gagging and becoming conscious		
Removes the oropharyngeal airway	1	

SUCTION

Note: The examiner must advise the candidate to suction the patient's airway		
Turns on/prepares suction device	1	
Assures presence of mechanical suction	1	
Inserts the suction tip without suction	1	
Applies suction to the oropharynx/nasopharynx	1	

NASOPHARYNGEAL AIRWAY

Note: The examiner must advise the candidate to insert a nasopharyngeal airway		
Selects appropriately sized airway	1	
Measures airway	1	
Verbalizes lubrication of the nasal airway	1	
Fully inserts the airway with the bevel facing toward the septum	1	
Total:	13	

Critical Criteria

_____ Did not take, or verbalize, body substance isolation precautions

_____ Did not obtain a patent airway with the oropharyngeal airway

_____ Did not obtain a patent airway with the nasopharyngeal airway

_____ Did not demonstrate an acceptable suction technique

_____ Inserted any adjunct in a manner dangerous to the patient

**BAG-VALVE-MASK
APNEIC PATIENT**

Start Time: _____

Stop Time: _____ Date: _____

Candidate's Name: _____

Evaluator's Name: _____

	Points Possible	Points Awarded
Takes, or verbalizes, body substance isolation precautions	1	
Voices opening the airway	1	
Voices inserting an airway adjunct	1	
Selects appropriately sized mask	1	
Creates a proper mask-to-face seal	1	
Ventilates patient at no less than 800 ml volume (The examiner must witness for at least 30 seconds)	1	
Connects reservoir and oxygen	1	
Adjusts liter flow to 15 liters/minute or greater	1	
The examiner indicates arrival of a second EMT. The second EMT is instructed to ventilate the patient while the candidate controls the mask and the airway		
Voices re-opening the airway	1	
Creates a proper mask-to-face seal	1	
Instructs assistant to resume ventilation at proper volume per breath (The examiner must witness for at least 30 seconds)	1	
Total:	11	

Critical Criteria

_____ Did not take, or verbalize, body substance isolation precautions

_____ Did not immediately ventilate the patient

_____ Interrupted ventilations for more than 20 seconds

_____ Did not provide high concentration of oxygen

_____ Did not provide, or direct assistant to provide proper volume/ breath
(more than two (2) ventilations per minute are below 800 ml)

_____ Did not allow adequate exhalation

BLEEDING CONTROL/SHOCK MANAGEMENT

Start Time: _____

Stop Time: _____ Date: _____

Candidate's Name: _____

Evaluator's Name: _____

	Points Possible	Points Awarded
Takes, or verbalizes, body substance isolation precautions	1	
Applies direct pressure to the wound	1	
Elevates the extremity	1	
Note: The examiner must now inform the candidate that the wound continues to bleed.		
Applies an additional dressing to the wound	1	
Note: The examiner must now inform the candidate that the wound still continues to bleed. The second dressing does not control the bleeding.		
Locates and applies pressure to appropriate arterial pressure point	1	
Note: The examiner must now inform the candidate that the bleeding is controlled		
Bandages the wound	1	
Note: The examiner must now inform the candidate the patient is now showing signs and symptoms indicative of hypoperfusion		
Properly position the patient	1	
Applies high concentration oxygen	1	
Initiates steps to prevent heat loss from the patient	1	
Indicates the need for immediate transportation	1	
Total:	10	

Critical Criteria

- _____ Did not take, or verbalize, body substance isolation precautions
- _____ Did not apply high concentration oxygen
- _____ Applied a tourniquet before attempting other methods of bleeding control
- _____ Did not control hemorrhage in a timely manner
- _____ Did not indicate a need for immediate transportation

CARDIAC ARREST MANAGEMENT/AED

Start Time: _____

Stop Time: _____ Date: _____

Candidate's Name: _____

Evaluator's Name: _____

	Points Possible	Points Awarded
ASSESSMENT		
Takes, or verbalizes, body substance isolation precautions	1	
Briefly questions the rescuer about arrest events	1	
Directs rescuer to stop CPR	1	
Verifies absence of spontaneous pulse (skill station examiner states "no pulse")	1	
Directs resumption of CPR	1	
Turns on defibrillator power	1	
Attaches automated defibrillator to the patient	1	
Directs rescuer to stop CPR and ensures all individuals are clear of the patient	1	
Initiates analysis of the rhythm	1	
Delivers shock (up to three successive shocks)	1	
Verifies absence of spontaneous pulse (skill station examiner states "no pulse")	1	
TRANSITION		
Directs resumption of CPR	1	
Gathers additional information about the arrest event	1	
Confirms effectiveness of CPR (ventilation and compressions)	1	
INTEGRATION		
Verbalizes or directs insertion of a simple airway adjunct (oral/nasal airway)	1	
Ventilates, or directs ventilation of the patient	1	
Assures high concentration of oxygen is delivered to the patient	1	
Assures CPR continues without unnecessary/prolonged interruption	1	
Re-evaluates patient/CPR in approximately one minute	1	
Repeats defibrillator sequence	1	
TRANSPORTATION		
Verbalizes transportation of the patient	1	
Total:	21	

Critical Criteria

- _____ Did not take, or verbalize, body substance isolation precautions
- _____ Did not evaluate the need for immediate use of the AED
- _____ Did not direct initiation/resumption of ventilation/compressions at appropriate times
- _____ Did not assure all individuals were clear of patient before delivering each shock
- _____ Did not operate the AED properly (inability to deliver shock)
- _____ Prevented the defibrillator from delivering indicated stacked shocks

Emergency Childbirth

Start Time : _____ End Time : _____ Date : _____

Candidate Name : _____

Examiner Name : _____

	Points Possible	Points Awarded
ASSESSMENT		
Takes or verbalizes body substance isolation precautions	1	
Determines that delivery is imminent	1	
Observe for crowning	1	
PRE – DELIVERY		
Applies sterile gloves	1	
Drapes and establishes a sterile field	1	
DELIVERY		
Applies gentle pressure to infant's head and perineum	1	
Checks for cord around infant's neck as soon as head is delivered	1	
Suctions infant's mouth then nose	1	
Applies gentle downward pressure on the head to release upper shoulder	1	
Applies gentle upward pressure on the head to release lower shoulder	1	
Holds infant with a firm but gentle grip while delivering infant's body	1	
Re – suction infant's mouth then nose	1	
Maintains infant's warmth	1	
Assesses APGAR (Appearance, Pulse, Grimace, Activity, Respiratory effort)	1	
Clamps cord : places first clamp 7 inches from infant and places the second clamp 10 inches from the infant. Cut between clamps.	1	
Places infant to mother's breast	1	
Delivers placenta. Places placenta in plastic bag and transports with patient.	1	
Assesses mother for above – normal vaginal bleeding	1	
Massages the fundus as necessary to reduce bleeding	1	
Treats for shock	1	
Verbalizes transportation of the mother and child	1	
TOTAL POINTS	21	

CRITICAL CRITERIA :

- _____ Did not take or verbalize body substance isolation precautions
- _____ Did not determine if delivery was imminent
- _____ Did not check for cord around the infant's neck
- _____ Did not suction infant's mouth first or suction at all
- _____ Did not assess infant's APGAR
- _____ Did not properly place the umbilical cord clamps
- _____ Did not assess for profuse bleeding

**IMMOBILIZATION SKILLS
JOINT INJURY**

Start Time: _____

Stop Time: _____ Date: _____

Candidate's Name: _____

Evaluator's Name: _____

	Points Possible	Points Awarded
Takes, or verbalizes, body substance isolation precautions	1	
Directs application of manual stabilization of the shoulder injury	1	
Assesses motor, sensory and circulatory function in the injured extremity	1	
Note: The examiner acknowledges "motor, sensory and circulatory function are present and normal."		
Selects the proper splinting material	1	
Immobilizes the site of the injury	1	
Immobilizes the bone above the injured joint	1	
Immobilizes the bone below the injured joint	1	
Reassesses motor, sensory and circulatory function in the injured extremity	1	
Note: The examiner acknowledges "motor, sensory and circulatory function are present and normal."		
Total:	8	

Critical Criteria

_____ Did not support the joint so that the joint did not bear distal weight

_____ Did not immobilize the bone above and below the injured site

_____ Did not reassess motor, sensory and circulatory function in the injured extremity before and after splinting

**IMMOBILIZATION SKILLS
LONG BONE INJURY**

Start Time: _____

Stop Time: _____ Date: _____

Candidate's Name: _____

Evaluator's Name: _____

	Points Possible	Points Awarded
Takes, or verbalizes, body substance isolation precautions	1	
Directs application of manual stabilization of the injury	1	
Assesses motor, sensory and circulatory function in the injured extremity	1	
Note: The examiner acknowledges "motor, sensory and circulatory function are present and normal"		
Measures the splint	1	
Applies the splint	1	
Immobilizes the joint above the injury site	1	
Immobilizes the joint below the injury site	1	
Secures the entire injured extremity	1	
Immobilizes the hand/foot in the position of function	1	
Reassesses motor, sensory and circulatory function in the injured extremity	1	
Note: The examiner acknowledges "motor, sensory and circulatory function are present and normal"		
Total	10	

Critical Criteria

_____ Grossly moves the injured extremity

_____ Did not immobilize the joint above and the joint below the injury site

_____ Did not reassess motor, sensory and circulatory function in the injured extremity before and after splinting

**IMMOBILIZATION SKILLS
TRACTION SPLINTING**

Start Time: _____

Stop Time: _____ Date: _____

Candidate's Name: _____

Evaluator's Name: _____

	Points Possible	Points Awarded
Takes, or verbalizes, body substance isolation precautions	1	
Directs application of manual stabilization of the injured leg	1	
Directs the application of manual traction	1	
Assesses motor, sensory and circulatory function in the injured extremity	1	
Note: The examiner acknowledges "motor, sensory and circulatory function are present and normal"		
Prepares/adjusts splint to the proper length	1	
Positions the splint next to the injured leg	1	
Applies the proximal securing device (e.g..ischial strap)	1	
Applies the distal securing device (e.g..ankle hitch)	1	
Applies mechanical traction	1	
Positions/secures the support straps	1	
Re-evaluates the proximal/distal securing devices	1	
Reassesses motor, sensory and circulatory function in the injured extremity	1	
Note: The examiner acknowledges "motor, sensory and circulatory function are present and normal"		
Note: The examiner must ask the candidate how he/she would prepare the patient for transportation		
Verbalizes securing the torso to the long board to immobilize the hip	1	
Verbalizes securing the splint to the long board to prevent movement of the splint	1	
Total:	14	

Critical Criteria

- _____ Loss of traction at any point after it was applied
- _____ Did not reassess motor, sensory and circulatory function in the injured extremity before and after splinting
- _____ The foot was excessively rotated or extended after splint was applied
- _____ Did not secure the ischial strap before taking traction
- _____ Final immobilization failed to support the femur or prevent rotation of the injured leg
- _____ Secured the leg to the splint before applying mechanical traction

Note: If the Sagar splint or the Kendricks Traction Device is used without elevating the patient's leg, application of manual traction is not necessary. The candidate should be awarded one (1) point as if manual traction were applied.

Note: If the leg is elevated at all, manual traction must be applied before elevating the leg. The ankle hitch may be applied before elevating the leg and used to provide manual traction.

MOUTH TO MASK WITH SUPPLEMENTAL OXYGEN

Start Time: _____

Stop Time: _____ Date: _____

Candidate's Name: _____

Evaluator's Name: _____

	Points Possible	Points Awarded
Takes, or verbalizes, body substance isolation precautions	1	
Connects one-way valve to mask	1	
Opens patient's airway or confirms patient's airway is open (manually or with adjunct)	1	
Establishes and maintains a proper mask to face seal	1	
Ventilates the patient at the proper volume and rate (800-1200 ml per breath/10-20 breaths per minute)	1	
Connects the mask to high concentration or oxygen	1	
Adjusts flow rate to at least 15 liters per minute	1	
Continues ventilation of the patient at the proper volume and rate (800-1200 ml per breath/10-20 breaths per minute)	1	
Note: The examiner must witness ventilations for at least 30 seconds		
Total:	8	

Critical Criteria

_____ Did not take, or verbalize, body substance isolation precautions

_____ Did not adjust liter flow to at least 15 liters per minute

_____ Did not provide proper volume per breath
(more than 2 ventilations per minute were below 800 ml)

_____ Did not ventilate the patient at a rate of 10-20 breaths per minute

_____ Did not allow for complete exhalation

OXYGEN ADMINISTRATION

Start Time: _____

Stop Time: _____ Date: _____

Candidate's Name: _____

Evaluator's Name: _____

	Points Possible	Points Awarded
Takes, or verbalizes, body substance isolation precautions	1	
Assembles the regulator to the tank	1	
Opens the tank	1	
Checks for leaks	1	
Checks tank pressure	1	
Attaches non-rebreather mask to oxygen	1	
Prefills reservoir	1	
Adjusts liter flow to 12 liters per minute or greater	1	
Applies and adjusts the mask to the patient's face	1	
Note: The examiner must advise the candidate that the patient is not tolerating the non-rebreather mask. The medical director has ordered you to apply a nasal cannula to the patient.		
Attaches nasal cannula to oxygen	1	
Adjusts liter flow to six (6) liters per minute or less	1	
Applies nasal cannula to the patient	1	
Note: The examiner must advise the candidate to discontinue oxygen therapy		
Removes the nasal cannula from the patient	1	
Shuts off the regulator	1	
Relieves the pressure within the regulator	1	
Total:	15	

Critical Criteria

_____ Did not take, or verbalize, body substance isolation precautions

_____ Did not assemble the tank and regulator without leaks

_____ Did not prefill the reservoir bag

_____ Did not adjust the device to the correct liter flow for the non-rebreather mask
(12 liters per minute or greater)

_____ Did not adjust the device to the correct liter flow for the nasal cannula
(6 liters per minute or less)

Patient Assessment/Management - Medical

Start Time: _____

Stop Time: _____ Date: _____

Candidate's Name: _____

Evaluator's Name: _____

						Points Possible	Points Awarded
Takes, or verbalizes, body substance isolation precautions						1	
SCENE SIZE-UP							
Determines the scene is safe						1	
Determines the mechanism of injury/nature of illness						1	
Determines the number of patients						1	
Requests additional help if necessary						1	
Considers stabilization of spine						1	
INITIAL ASSESSMENT							
Verbalizes general impression of the patient						1	
Determines responsiveness/level of consciousness						1	
Determines chief complaint/apparent life threats						1	
Assesses airway and breathing						Assessment	
						Indicates appropriate oxygen therapy	
Assesses circulation						Assures adequate ventilation	
						Assesses/controls major bleeding	
						Assesses pulse	
Assesses skin (color, temperature and condition)						1	
						1	
Identifies priority patients/makes transport decisions						1	
FOCUSED HISTORY AND PHYSICAL EXAMINATION/RAPID ASSESSMENT							
Signs and symptoms (Assess history of present illness)						1	
Respiratory	Cardiac	Altered Mental Status	Allergic Reaction	Poisoning/Overdose	Environmental Emergency	Obstetrics	Behavioral
*Onset?	*Onset?	*Description of the episode.	*History of allergies?	*Substance?	*Source?	*Are you pregnant?	*How do you feel?
*Provokes?	*Provokes?	*Onset?	*What were you exposed to?	When did you ingest/become exposed?	*Environment?	*How long have you been pregnant?	*Determine suicidal tendencies.
*Quality?	*Quality?	*Duration?	*How were you exposed?	*How much did you ingest?	*Duration?	*Pain or contractions?	*Is the patient a threat to self or others?
*Radiates?	*Radiates?	*Associated Symptoms?	*Effects?	*Over what time period?	*Loss of consciousness?	*Bleeding or discharge?	Is there a medical problem?
*Severity?	*Severity?	*Evidence of Trauma?	*Progression?	*Interventions?	*Effects-general or local?	*Do you feel the need to push?	Interventions?
*Time?	*Time?	*Interventions?	*Fever?	*Estimated weight?		*Last menstrual period?	
*Interventions?	*Interventions?						
Allergies						1	
Medications						1	
Past pertinent history						1	
Last oral intake						1	
Event leading to present illness (rule out trauma)						1	
Performs focused physical examination (assesses affected body part/system or, if indicated, completes rapid assessment)						1	
Vitals (obtains baseline vital signs)						1	
Interventions (obtains medical direction or verbalizes standing order for medication interventions and verbalizes proper additional intervention/treatment)						1	
Transport (re-evaluates the transport decision)						1	
Verbalizes the consideration for completing a detailed physical examination						1	
ONGOING ASSESSMENT (verbalized)							
Repeats initial assessment						1	
Repeats vital signs						1	
Repeats focused assessment regarding patient complaint or injuries						1	
Critical Criteria						Total:	30

- _____ Did not take, or verbalize, body substance isolation precautions when necessary
- _____ Did not determine scene safety
- _____ Did not obtain medical direction or verbalize standing orders for medical interventions
- _____ Did not provide high concentration of oxygen
- _____ Did not find or manage problems associated with airway, breathing, hemorrhage or shock (hypoperfusion)
- _____ Did not differentiate patient's need for transportation versus continued assessment at the scene
- _____ Did detailed or focused history/physical examination before assessing the airway, breathing and circulation
- _____ Did not ask questions about the present illness
- _____ Administered a dangerous or inappropriate intervention

Patient Assessment/Management - Trauma

Start Time: _____

Stop Time: _____ Date: _____

Candidate's Name: _____

Evaluator's Name: _____

		Points Possible	Points Awarded
Takes, or verbalizes, body substance isolation precautions		1	
SCENE SIZE-UP			
Determines the scene is safe		1	
Determines the mechanism of injury		1	
Determines the number of patients		1	
Requests additional help if necessary		1	
Considers stabilization of spine		1	
INITIAL ASSESSMENT			
Verbalizes general impression of the patient		1	
Determines responsiveness/level of consciousness		1	
Determines chief complaint/apparent life threats		1	
Assesses airway and breathing	Assessment	1	
	Initiates appropriate oxygen therapy	1	
	Assures adequate ventilation	1	
	Injury management	1	
Assesses circulation	Assesses/controls major bleeding	1	
	Assesses pulse	1	
	Assesses skin (color, temperature and conditions)	1	
Identifies priority patients/makes transport decision		1	
FOCUSED HISTORY AND PHYSICAL EXAMINATION/RAPID TRAUMA ASSESSMENT			
Selects appropriate assessment (focused or rapid assessment)		1	
Obtains, or directs assistance to obtain, baseline vital signs		1	
Obtains S.A.M.P.L.E. history		1	
DETAILED PHYSICAL EXAMINATION			
Assesses the head	Inspects and palpates the scalp and ears	1	
	Assesses the eyes	1	
	Assesses the facial areas including oral and nasal areas	1	
Assesses the neck	Inspects and palpates the neck	1	
	Assesses for JVD	1	
	Assesses for tracheal deviation	1	
Assesses the chest	Inspects	1	
	Palpates	1	
	Auscultates	1	
Assesses the abdomen/pelvis	Assesses the abdomen	1	
	Assesses the pelvis	1	
	Verbalizes assessment of genitalia/perineum as needed	1	
Assesses the extremities	1 point for each extremity includes inspection, palpation, and assessment of motor, sensory and circulatory function	4	
Assesses the posterior	Assesses thorax	1	
	Assesses lumbar	1	
Manages secondary injuries and wounds appropriately		1	
1 point for appropriate management of the secondary injury/wound			
Verbalizes re-assessment of the vital signs		1	
Total:		40	

Critical Criteria

- _____ Did not take, or verbalize, body substance isolation precautions
- _____ Did not determine scene safety
- _____ Did not assess for spinal protection
- _____ Did not provide for spinal protection when indicated
- _____ Did not provide high concentration of oxygen
- _____ Did not find, or manage, problems associated with airway, breathing, hemorrhage or shock (hypoperfusion)
- _____ Did not differentiate patient's need for transportation versus continued assessment at the scene
- _____ Did other detailed physical examination before assessing the airway, breathing and circulation
- _____ Did not transport patient within (10) minute time limit

**SPINAL IMMOBILIZATION
SEATED PATIENT**

Start Time: _____

Stop Time: _____ Date: _____

Candidate's Name: _____

Evaluator's Name: _____

	Points Possible	Points Awarded
Takes, or verbalizes, body substance isolation precautions	1	
Directs assistant to place/maintain head in the neutral in-line position	1	
Directs assistant to maintain manual immobilization of the head	1	
Reassesses motor, sensory and circulatory function in each extremity	1	
Applies appropriately sized extrication collar	1	
Positions the immobilization device behind the patient	1	
Secures the device to the patient's torso	1	
Evaluates torso fixation and adjusts as necessary	1	
Evaluates and pads behind the patient's head as necessary	1	
Secure the patient's head to the device	1	
Verbalizes moving the patient to a long board	1	
Reassesses motor, sensory and circulatory function in each extremity	1	
Total:	12	

Critical Criteria

- _____ Did not immediately direct, or take, manual immobilization of the head
- _____ Released, or ordered release of, manual immobilization before it was maintained mechanically
- _____ Patient manipulated, or moved excessively, causing potential spinal compromise
- _____ Device moved excessively up, down, left or right on the patient's torso
- _____ Head immobilization allows for excessive movement
- _____ Torso fixation inhibits chest rise, resulting in respiratory compromise
- _____ Upon completion of immobilization, head is not in the neutral position
- _____ Did not assess motor, sensory and circulatory function in each extremity after voicing immobilization to the long board
- _____ Immobilized head to the board before securing the torso

**SPINAL IMMOBILIZATION
SUPINE PATIENT**

Start Time: _____

Stop Time: _____ Date: _____

Candidate's Name: _____

Evaluator's Name: _____

	Points Possible	Points Awarded
Takes, or verbalizes, body substance isolation precautions	1	
Directs assistant to place/maintain head in the neutral in-line position	1	
Directs assistant to maintain manual immobilization of the head	1	
Reassesses motor, sensory and circulatory function in each extremity	1	
Applies appropriately sized extrication collar	1	
Positions the immobilization device appropriately	1	
Directs movement of the patient onto the device without compromising the integrity of the spine	1	
Applies padding to voids between the torso and the board as necessary	1	
Immobilizes the patient's torso to the device	1	
Evaluates and pads behind the patient's head as necessary	1	
Immobilizes the patient's head to the device	1	
Secures the patient's legs to the device	1	
Secures the patient's arms to the device	1	
Reassesses motor, sensory and circulatory function in each extremity	1	
Total:	14	

Critical Criteria

- _____ Did not immediately direct, or take, manual immobilization of the head
- _____ Released, or ordered release of, manual immobilization before it was maintained mechanically
- _____ Patient manipulated, or moved excessively, causing potential spinal compromise
- _____ Patient moves excessively up, down, left or right on the device
- _____ Head immobilization allows for excessive movement
- _____ Upon completion of immobilization, head is not in the neutral position
- _____ Did not assess motor, sensory and circulatory function in each extremity after immobilization to the device
- _____ Immobilized head to the board before securing the torso