

Emergency Medical Technician Refresher

March 2–6, 2008

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: January 23, 2008

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

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 Orange County through your District. No reimbursement for travel expense – including per diem costs – will be approved for travel not specifically authorized in advance by the District Superintendent.) Individuals are entitled to claim the Incidental Allowance as outlined in DAM 0410.5.
4. LODGING: The Training Center has contracted for and will pay all lodging costs directly to the hotel. Lodging has been arranged for this program at the Newport Channel Inn. Register at the hotel after 1500 on Sunday, March 2, 2008. Housing will be assigned to you on a shared-room basis and will be available from 1500 on the date of arrival to 0800 on day of departure.

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. DIRECTIONS TO NEWPORT CHANNEL INN:
Address: 6030 West Pacific Coast Highway (PCH), Newport Beach, CA 92663.

Take 405. Exit onto Brookhurst Avenue (south) to Pacific Coast Highway. Turn left on PCH and drive south across the bridge at the Santa Ana River. Continue south about one-half mile and the Inn is on the left side (east side of PCH).5.
6. MEALS: Per Diem has been authorized for lunch and dinner for this off site training program. Breakfast is included with your hotel room at the hotel restaurant.
7. TRAINING LOCATION: Training is located at the Huntington State Beach Lifeguard Headquarters, 21601 Pacific Coast Highway in Huntington Beach (intersection of Magnolia Avenue and PCH). Turn left into the State Beach; identify yourself with State Park Training and park on the North side (towards the power plant) of the Headquarters in the spaces next to the highway. Please carpool. Those without transportation should have no problem getting a ride with a fellow Officer.
8. CLOTHING: Uniforms are not required for this program, but appropriate business attire should be worn. This includes apparel suitable for casual office dress. It does not include such items as shorts, T-shirts, tank tops or open-toed shoes.
9. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced DPR officers 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.

10. **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.
11. **TRAINING MATERIALS:** May be made available to you at both your unit and at training. Handout materials issued at your unit should be brought to the training for possible use. Brady Emergency Care Book Eighth Edition will be issued to you at the training location. Bring your own pens and pencils.
12. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to 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 Training Center Manager may modify this requirement based upon participant knowledge level and/or the portion of the course missed.
13. **COLLEGE CREDIT:** Most Training Center programs are accredited by Monterey Peninsula College for lower division credit or by California State University, Sacramento, for graduate-level credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
14. **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.

15. **PHONE NUMBERS:** NEWPORT CHANNEL INN – (949) 642-3030, FAX (949) 650-2666. Lifeguard Headquarters – (714) 536-1454.

16. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.
17. 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.

PROGRAM ATTENDANCE CHECKLIST AND PRE-TRAINING ASSIGNMENTS

To assist you in your preparation for formal training sessions, 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.
 - Proof of current EMT Certification is REQUIRED**
 - Brady 10th or similar EMT text book.**
 - Proper clothing for working on skills.
 - Pens, pencils, etc.
 - Coffee cup, refillable water bottle, etc.

POST-TRAINING ASSIGNMENT

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

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 5
March 2-6, 2008

Sunday
March 2

1500- Registration at the Newport Channel Inn All

Monday
March 3

0800-0900 EMT 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

Tuesday
March 4

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

Wednesday
March 5

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

Thursday
March 6

0800-1200 EMT 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. Review CPR, AED and CD Program updates.
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. 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.



- Newport Channel Inn**
- Home*
- Guest Rooms*
- Map*
- Reservations*
- Newport Beach Visitor Guide**
- Days at the Beach*
- Nights on the Town*
- Restaurants*
- Shopping*
- Special Events*
- Disneylands Resort*
- Other Attractions*
- Something for Everyone*



**Newport Beach California Hotel
Newport Channel Inn**

Newport Beach, California
Room Reservations: 800 255-8614



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and Friendly Service at an Affordable Rate!**



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The caring and friendly staff at this very popular Inn will tend to your every comfort, with a personalized and endearing style. The tastefully appointed **Guest Rooms** are designed with your comfort in mind, with the amenities you need for a relaxing and memorable stay in Newport Beach, all at a surprisingly affordable price!

NEWPORT CHANNEL INN is the perfect base for your vacation adventure. The glistening waters of Newport Harbor, the Balboa Fun Zone, Catalina Island ferry, harbor cruises, boat rentals, Balboa Island, bicycling, kayaking, sport fishing, whale watching, golf, world-class dining, entertainment and shopping, and our famous sandy beaches are but a few of Newport Beach's many offerings!



Disneyland® park and the **ALL-NEW Disney's California Adventure™ park** are just minutes away. *Disneyland® Resort Park Hopper Tickets* are available for purchase at our front desk! To make the most of your vacation/budget, we can also save you money with **discounts to Knott's, Magic Mountain, Universal Studios, Catalina Island Ferry, Newport Harbor Cruises, Sport Fishing, Whale Watching, Legoland,** and many other local attractions.

