

# EMT REFRESHER

March 10-11, 2010  
Silver Strand State Beach

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** February 15, 2010  
**To:** Supervisor  
**From:** **Department of Parks and Recreation**  
William Penn Mott Jr. Training Center  
**Subject:** Employee Attendance at Formal Training  
EMT 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 supervisor, must login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and logs in to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Tina L. Williams  
Department Training Officer

Attachment

cc: Participant

**TABLE OF CONTENTS**

Formal Training Guidelines ..... 1

Program Attendance Checklist and Pre-Training Assignment..... 4

Post-Training Assignment ..... 6

Agenda..... 7

Program Outline ..... 8

Performance Objectives ..... 9

Course Passing Criteria ..... 10

***Mission Statement  
Training Section***

***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**

Tina Williams ..... Department Training Officer

Pat Bost ..... Office Manager

Joanne Danielson ..... Academy Coordinator

Chuck Combs ..... Training Specialist

Sara M. Skinner ..... Training Specialist

Dave Galanti ..... Training Specialist

Karyn Lombard ..... Training Specialist

Connie Breakfield ..... Cadet Training Officer

Matt Cardinet ..... Cadet Training Officer

Pamela Yaeger ..... Assistant Program Coordinator

Bill Spencer ..... Assistant Program Coordinator

Edith Alhambra ..... Assistant Program Coordinator

Eric Marks ..... Program Assistant

## THE MISSION

*of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.*



## FORMAL TRAINING GUIDELINES

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Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center and, most recently, the Two Rivers Training Facility in Sacramento. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). You should print a copy of the syllabus to bring with you to class. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)

3. **HOUSING:** No overnight accommodations have been approved for this course. If you need overnight accommodations arrangements will have to be made with your District.
4. **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.
5. **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.
6. **TRAINING MATERIALS:** May be made available to you. Handout materials issued at your unit should be brought to training for possible use. Bring your own pens and pencils.
7. **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.
8. **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.
9. **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.

10. 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.
11. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies.
12. 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.

## EMT REFRESHER GROUP 7

### 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 be required.**

Department uniform items that may be worn include:

- Field uniform (long), pants
- Class B (long) pants
- Tactical pants (no shorts)
- Department authorized polo shirts
- Approved field uniform shirts
- Outer wear: field uniform jackets
- Footwear: closed toe field uniform shoes are to be worn

4. Complete the following pre-training assignments prior to arriving:
  - Study the Brady Emergency Care Book-10<sup>th</sup> Edition if available. Bring what you have. This is an EMT Refresher course so get ready!! **Bring your text book with you.**
  - Complete the REQUIRED online Continuing Education modules and Self-evaluation pre-test. This information will be emailed to you.**
  - Visit the National Registry website and review their program, skills, and their testing process. <http://www.nremt.org/>
  - Prepare for the EMT written exam covering the online topics.  
Go to: <http://publicsafety.team.parks.ca.gov>.  
or go to the share drive:  
[click on the Training Folder \(Training Section\) then click on the Emergency Medical Services Folder](#)
  - Prepare to demonstrate competency in all of the National Registry Skills.
5. Remember to bring the following with you to training:

- EMT Refresher Program Syllabus.
- Brady 10<sup>th</sup> or similar EMT text book.** Pens, pencils, etc.
- 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).

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 7**  
**Silver Strand State Beach**  
**March 10-11, 2010**

**No overnight accommodations have been approved for this course.** If you need overnight accommodations arrangements will have to be made with your District.

**Wednesday at Silver Strand SB**

**March 10**

0900-1000	EMT Refresher Orientation and Objectives	Staff
1000-1100	EMTR Written Exam	
1100-1200	Trauma Assessment	
1200-1300	Medical Assessment	
1300-1400	Lunch	
1400-1500	Airway	
1500-1800	Skills Review and Lab	

**Thursday**

**March 11**

0900-1000	Obstetrics	Staff
1000-1300	Skills Review and Lab	
1300-1400	Lunch	
1400-1800	EMTR Final Skills Competency Verification Written Program Evaluations	

**EMT REFRESHER TRAINING PROGRAM**

**PROGRAM OUTLINE**

**16 Hours**

ORIENTATION AND INTRODUCTION..... .5

EMT REFRESHER..... 13.0

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..... 2.0

EMT Skills Testing Includes BVM, Bleeding Control/Shock Management, Emergency Childbirth, Cardiac Arrest Management with AED, Patient Assessment Medical, Patient Assessment Trauma, Joint Injury, Long Bone Injury, Mouth to Mask with supplemental oxygen, Spinal immobilization-seated, Spinal immobilization-Supine Patient, Traction Splint. Joint Injury, Long Bone Injury.....

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

**TOTAL HOURS** ..... **16.0**

## **EMT REFRESHER**

### **PROGRAM ORIENTATION AND OBJECTIVES**

Purpose: The course content and logistics of the Training Center will be reviewed. Formal registration materials for Monterey Peninsula College will be completed. Course objectives will be covered.

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

1. Complete Monterey Peninsula College registration materials, understand and comply with all Training Center guidelines.
2. Review course content, procedure, grading and evaluation process.
3. Successfully complete a DPR EMT Refresher Course.

### **EMT WRITTEN EXAM**

Purpose: To show knowledge of updated information 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. Show knowledge of updated information necessary to maintain EMT Certification. This includes a complete EMT Refresher course based on National Registry Skills and Title 22 Guidelines.
2. Must pass written test by 80%.

### **EMT SKILLS REVIEW AND VERIFICATION TEST**

Purpose: To show knowledge of updated EMT skills and information 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. Show proficiency of skills necessary to maintain EMT Certification. This includes a complete EMT Refresher course based on National Registry Skills and Title 22 Guidelines.

## **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: EMT 69 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: BVM, Bleeding Control Shock Management, Cardiac Management with AED, Emergency Childbirth, Patient Assessment Management – Trauma, Patient Assessment Management – Medical, Mouth to Mask with Spinal Immobilization-seated – Spinal Immobilization Supine Patient, Traction Splint. Joint Injury, Long Bone Injury.