State of California . The Resources Agency . Department of Parks and Recreation

Emergency Medical Technician Refresher

March 2–6, 2008

Training Syllabus

William Penn Mott Jr. Training Center

State of California

M e m o r a n d u m

Date: January 9, 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:

<u>Prior to Training</u>

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.

<u>Immediately Following Attendance</u>

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.

<u>Prior to Three Months Following Training</u>

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

TABLE OF CONTENTS

Formal Training Guidelines 1

Program Attendance Checklist and Pre-Training Assignment..... 7

Post-Training Assignment 8

Agenda..... 9

Program Outline 10

Performance Objectives 11

Course Passing Criteria 12

Location Map.....13

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 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=WebReg&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 AND 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.
   - ☐ **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 Asilomar Administration Building	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:

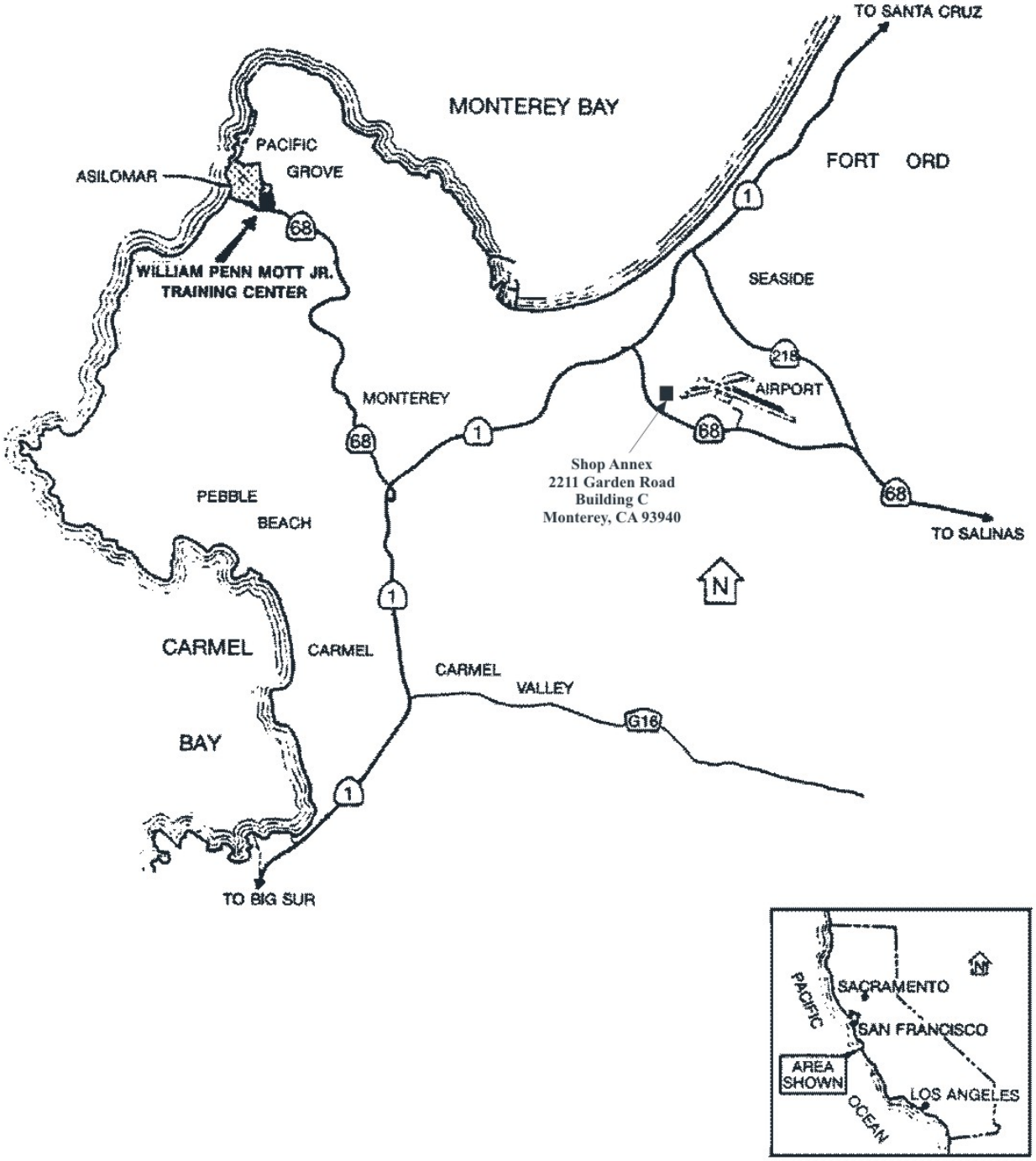
   The passing criteria are 80% on all of the written exams. Remediation may be allowed at the discretion of the staff instructors and/or Medical Director.

   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.

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