

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: C-46
SECTION: Operations
DATE: 9/7/06
SUPERSEDES: New
TITLE: EMERGENCY MEDICAL INSTRUCTOR GUIDE

PURPOSE

To establish a consistent mechanism that the instructors of the EMT-1 program can use to score the practical exams.

POLICY

The instructors acknowledge that they will teach and evaluate the EMT-1 skills in accordance with the National Registry requirements. They also further agree that they will use a 70% total score of each skill as the minimum passing score.

The instructor is aware that any deviation from the National Registry requirements could possibly place them in a position of personal liability. If an accident occurs where a patient is injured, the District will not support the instructor if the required standards were not met. The District agrees to back all employees if the standards were met and followed by the instructor.

During the testing time, a minimum of two instructors must be present to conduct the test.

- A. This will provide an environment where the required standards will be followed and met.
- B. Per National Registry, a student that could potentially be required to test cannot be a patient for another person who is testing. The National Registry feels that this would give an unfair advantage to a student.

TEST SITE SELECTION

The test sites will need to be set up in such a way as to prevent candidates from observing the skill exam prior to the time of their testing. The facility shall have:

- A. A waiting area large enough to accommodate the number of candidates scheduled to test.
- B. Sufficient number of rooms, or areas in which each skills station can be set up.

SKILLS STATION EXAMINERS

Skills station examiners observe candidates' performance and complete skills evaluation instruments. They may take input from simulated patients in determining a candidate's

performance. Skills station examiners should remain fair, professional, objective, and impartial while evaluating candidates.

ASSISTANTS

Assistants should be knowledgeable in the skill at which they are assisting. They will need to act as trained personnel would in a field situation. Assistants should follow the direction of the candidate and may not coach the candidate relative to their performance.

HOW TO SCORE THE SKILLS EXAM

- Document in ink, a candidate's results on their individual skill sheet and the station examiner log.
- Do not allow the candidate to see the points you award or any comments you may note.
- Be familiar with the forms and skills requirements before beginning the exam.
- Please make any notes on the back of the candidate's skill sheet.
- Read aloud the "Instructions to the Candidates" exactly as printed on the individual skill information sheet.
- Give the candidate time to inspect the equipment available for use at the skills station. If you are asked, you may explain any design features of the equipment.
- Document the time that the candidate begins the exam.
- Place the point(s) awarded in the appropriate space at the time each item is completed.
- You may only award whole points for those steps performed in an acceptable manner.
- Place a zero in the "Points Awarded" column for any step that was not completed or was performed in an unacceptable manner.
- Observe and enforce all time limits for your station. When the time limit is reached, stop the candidate, unless they are in the middle of a step in the skill. They may be allowed to finish that step, but not start any new steps. If the candidate does not complete the station within the allotted time, place a zero in the column.
- After all points have been awarded, total them and enter the total in the appropriate space on the evaluation form.
- If the candidate missed any critical criteria step, denoted by an asterisk (*) on the skill sheet, the rationale for noting the candidate's failure to perform that station. Please document on the reverse side of the skills sheet, your rationale for noting the candidate's failure to perform a critical criteria item.
- Complete all necessary paperwork for your station and then return it to the Exam Coordinator at the end of the test.

At the completion of every test session, all evaluation sheets must be returned to the person in charge of keeping them on file.

Written by: Donald Hankins II, Engineer

Approved by: _____

Date: September 7, 2006