

PROBATIONARY MEMBER CURRICULUM

Name: _____ Start Date: ____/____/____

Welcome to CFARS! This document contains the curriculum for your first promotion. The curriculum is divided into 9 modules that will guide you through your training. While we don't expect you to be an expert at all of these things, you must be comfortable with all the items in each module before you move on to the next one. All modules are expected to be completed within one (1) year of your EMT course.

Here's how this works. YOU are responsible for learning the items in each module. Please refer back to your EMT textbook, your New Member binder, and any Senior Member, Mentor, or Officer as resources for something you don't understand. After you have learned all the items in a module (and not in the same session that they were taught to you) you should ask a squad member to test you on that module. The squad member will either sign off on that module or recommend that you review and retest. After you have passed a section, please remember to review it periodically so that you don't forget it. It is your responsibility to keep current on the information contained in all the modules that you have already passed. After all, you will need that knowledge to function well as an EMT.

One of the biggest mistakes made by Trainees is focusing too much on "completing modules" and not on understanding what they are doing. The hardest thing for everyone is always PATIENT ASSESSMENT. Please plan to spend a lot of additional time practicing patient assessment as an essential part of your learning process.

After the last module is completed, you will have covered all the information we want you to know, but we will not consider you "ready for promotion" until you are confident in PATIENT ASSESSMENT. You will be ready for promotion when you can demonstrate a sufficient level of patient care to arrive first on scene, complete a basic assessment, identify critically ill patients, initiate appropriate treatment, and provide a coherent report to the arriving ambulance. Figured it out yet? You need to practice patient assessment. Practice, practice, practice.

Once you are ready for promotion, two Line Officers will administer a "test out," which is a verbal and practical test of your knowledge, and may include asking you to care for simulated patients. The Line Officers testing you will take their questions from all nine modules, so please remember to review modules even after you pass them.

Throughout this process, remember that it is YOUR responsibility to make sure that you are continuously progressing through your training. The Executive Board, AT ANY TIME, may drop probationary members who do not progress in their training from the rolls. It is expected that this module book will be completed within 4 months of obtaining your EMT certification.

As always, if you have any questions about anything, please ask any Crew Chief, Line Officer, or your mentor. Good luck and happy training!

Prerequisites (Must be completed before first shift):

- CPR for the Professional Rescue or Healthcare Provider (CFARS TC)
- HIPAA Training (EMSCcharts.com)
- Blood Borne Pathogens (EMSCcharts.com)

Requirements for Probationary/Cadet Members:

- Developmental Disabilities Awareness (www.njlearn.com)
- NJSP Hazardous Materials – Awareness Level (www.njlearn.com)
- CBRNE Awareness (www.njlearn.com)
- Global Harmonized Systems (CFARS TC)

Certification Requirements for Team Member's:

- Meet requirements outlined above for all members
- NJ EMT, NREMT or equivalent
- 18 years of age or older
- Valid Driver License from US or Canada (necessary for driver training)
- CEVO (minimally online course)

Module 1

To be completed on your first shift	Knowledgeable	Needed Help	Reteach
Membership/Squad Policies (see your new member binder)			
Representing the good name of CFARS both on and off duty (courtesy to other members, outside agencies, patients, and the public)			
Probationary members duties, responsibilities			
By-laws			
Disciplinary procedures			
House Rules			
Standard Operating Guidelines			
Uniform Policy, Care of uniforms, presenting a professional appearance			
Duty shift obligations, substitutes			
Station Chores			
Alcohol/impairing drug policy			
Meeting requirements			
Training/Drill requirements			
Maintaining certifications			
Officers (Operational and Administrative)			
Ranking system			
Career Staff			
Cadet Corps (responsibilities)			
Access To & Understanding The Purpose Of			
emsCharts			
WhenToWork			
IamResponding			
Email Groups			
Daily Log & Chores List			
Training (EMSCharts)			
Stretcher Video			
Evacuation Plan			

Trainee Name: _____

___ I recommend this Trainee move on to the next module.

___ I recommend this Trainee review this material and test again next time.

___ I recommend this Trainee be re-taught this material in its entirety.

Team Member (or higher) Signature: _____ ID #: _____

Date: ___/___/___

Trainee Signature: _____ Date: ___/___/___

Module 2

	Knowledgeable	Needed Help	Reteach
Equipment Location and Use - What's in the? and/or How do I use?			
Jump Bag			
Drug box			
Cervical Collar Bag			
Defibrillator			
Pedi Kit			
Passenger (curb) side front compartment			
Passenger (curb) side rear compartment			
Driver (street) side front compartment			
Driver (street) side middle compartment			
Driver (street) side rear compartment			
Burn Kit			
Pediatric Child Seats (Captain's Chair, Pedi-Mate, consumer child seat)			
Where are all the places I can find and What is the purpose of?			
Blood pressure cuffs			
Stethoscopes			
Adult BVMs			
Pedi BVMs			
NRBs			
Nasal cannulas			
OPAs			
NPAs			
Oxygen			
Vomit bags			
Bandages/dressings			
Splinting devices			
OB Kit			
Pediatric Wheel			
Tourniquet/Halo Chest Seal			
Sheets/Blankets			
Sterile Saline/Water			
Patient Pads, Pens			
DOT North American ERG			
Triage tags			

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Date: ____/____/____

Trainee Signature: _____ Date: ____/____/____

Module 3

	Knowledgeable	Needed Help	Reteach
Cot Operations (Ferno and Stryker stretcher)			
Positions - demonstrates and explains use for each			
Lowering			
Raising			
Loading into Ambulance			
Unloading from Ambulance			
Cot Manipulation - raising head, raising feet			
Cot Manipulation - shortening/lengthening wheels at head			
Safety Features - railings, brakes, and belts			
Pedi-Mate			
Lifting/Moving/Carrying			
Reeves			
Stair chair			
Scoop stretcher			
Placing a second supine pt in ambulance (using cot to load second pt on backboard, transfer to bench seat)			
	Proficient	Needed Help	Reteach
Cardiac Arrest Procedures			
Head Tilt/Chin Lift vs. Jaw Thrust			
Rescue Breathing			
Bag-Valve-Mask (BVM) ventilations			
When not to begin resuscitation (DOA or DNR)			
Differences between DNR/Living Will/Advanced Directive/POLST			
CPR skills (one-person, two-person, technique)			
AED operation (including what rhythms the AED will shock and what procedures should be followed in AED operation)			
Provider roles/responsibilities			
Scene organization and progression			

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Date: ____/____/____

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Module 4

	Proficient	Needed Help	Reteach
Dispatching / Radio Operations			
How are we dispatched?			
Hunterdon County Communications (HCC)			
Mutual Aid (Procedures responding out of County & Receiving Mutual Aid)			
ALS Dispatch Protocols (Unconscious, ALOC, difficulty breathing, uncontrolled bleeding, MVAs, Traumas, Cardiac)			
Pager Operations			
Portable/Mobile Radio Operations			
Rehabilitation Services & Rescue Operations			
Dispatch / Staffing of Rehab455			
Response to incidents (Communications and who to report to)			
Establishing Rehab Services			
Evaluations / Documentation / Treatment of Personnel			
Location / Use of RAD 57			
HR455 Initial Dispatch			
Rescue operations and capabilities			
Rescue communications			
Rescue mutual aid			
Miscellaneous Knowledge / Skills			
First responding (U-455 and POV)			
Blue light driving			
When not to go to a scene (large incident, unsafe scene, already sufficient manpower, highway)			
Police Interaction (Waiting for arrival, Psychiatric transports, Patient in custody)			
Scene size-up/Initial impression			
Obtaining Patient Refusals			
Event Standbys			

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Team Member Signature: _____ ID #: _____ Date: _____
 _____/_____/_____

Trainee Signature: _____ Date: _____/_____/_____

Module 5 – EMT or EMT Student

	Proficient	Needed Help	Reteach
Airway Management			
Head Tilt/Chin Lift vs. Jaw Thrust			
OPA use (indications, contraindications, sizing, placement, removal)			
NPA use (indications, contraindications, sizing, placement, removal)			
Suctioning - using Yankauer, French, or Turbo catheters, onboard and portable			
Oxygen Therapy			
Non-rebreather (NRB)			
Nasal Cannula (NC)			
Bag-Valve-Mask (BVM) ventilations			
CPAP			
On-board oxygen system			
Portable oxygen			
Vital Signs			
Pulse			
Blood Pressure			
Respiratory Rate			
Lung Sounds			
Other vital signs			

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Team Leader Signature: _____ ID #: _____ Date: _____

_____/_____/_____

Trainee Signature: _____ Date: ____/____/_____

Module 6 – EMT or EMT Student

	Proficient	Needed Help	Reteach
Immobilization - <i>Understand and demonstrate the following skills</i>			
Seated patient using KED			
Seated patient (rapid extrication)			
Supine patient			
Prone patient			
Scoop stretcher			
Pediatric Immobilizer			
SSMR Policy			
Splinting - <i>Understand and demonstrate the use of the following</i>			
Vacuum Splints			
Sling/Swathe			
Board Splints			
SAM Splints			
Traction Splints (Hare & Sager)			
Pediatric/Infant Traction Splints (Hare & Sager)			
Use of Backboard			
Other Splinting Methods			
Bleeding Control - <i>Understand and explain the following skills</i>			
Direct Pressure/Elevation			
Tourniquet (policies/procedures)			
Quickclot			

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_____/_____/_____

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Module 7 - EMT or EMT Student

	Proficient	Needed Help	Reteach
Cot Operations (Ferno and Stryker stretcher)			
Positions - demonstrates and explains use for each			
Lowering			
Raising			
Loading into Ambulance			
Unloading from Ambulance			
Cot Manipulation - raising head, raising feet			
Cot Manipulation - shortening/lengthening wheels at head			
Safety Features - railings, brakes, and belts			
Pedi-Mate			
Lifting/Moving/Carrying			
Reeves			
Stair chair			
Scoop stretcher			
Placing a second supine pt in ambulance (using cot to load second pt on backboard, transfer to bench seat)			

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Trainee Signature: _____ Date: ____/____/____

Module 8 – EMT or EMT Student

	Proficient	Needed Help	Reteach
Documentation			
Documenting Patient Care Reports			
Documenting Cancellations			
Documenting Standbys			
Large Scale Incidents (LSI) / SART Triage / MCI			
What to do if first on scene at a Large Scale Incident (number of patients, ALS/BLS, resources needed, report to first arriving senior member)			
Command Structure at Large Scale Incidents (who to report to, no freelancing, remaining with crew, accountability)			
Correctly performs START Triage using triage tags			
Utilizing Rehab455 at Large Scale Incident / MCI			

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Team Leader Signature: _____ ID #: _____ Date:

____/____/____

Trainee Signature: _____ Date: ____/____/____

Module 9 – EMT

Each must complete a Medical and Trauma Scenario

SCENARIO BASED TESTING	Proficient	Needed Help	Reteach
SCENE SIZE-UP			
Determines the scene/situation is safe			
Determines the mechanism of injury/nature of illness			
Determines the number of patients			
Requests additional EMS assistance if necessary			
Considers stabilization of the spine			
PRIMARY SURVEY/RESUSCITATION			
Verbalizes the general impression of the patient			
Determines responsiveness/level of consciousness (AVPU)			
Determines chief complaint/apparent life-threats			
Assesses airway and breathing (Assessment / Assures adequate ventilation / Initiates appropriate oxygen therapy)			
Assesses circulation (Assesses/controls major bleeding / Checks pulse / Assesses skin [either skin color, temperature or condition])			
Identifies patient priority and makes treatment/transport decision			
HISTORY TAKING			
History or present illness			
Onset (what were you doing when it started)			
Provoking factors (anything make it better or worse)			
Quality (describe the discomfort)			
Region/Radiation (point with one finger where it is)			
Severity (scale of 1-10)			
Time (when did the complaint start)			
Past medical history (Allergies / Past pertinent history / Events leading to present illness / Medications / Last oral intake)			
SECONDARY ASSESSMENT			
Assesses affected body part/system (Cardiovascular / Neurological / Integumentary -Reproductive / Pulmonary / Musculoskeletal / GI/GU / Psychological/Social)			
VITAL SIGNS			
Blood pressure / Pulse / Respiratory rate and quality			
States field impression of patient			
INTERVENTIONS			
Aspirin			
Nitroglycerin			
Metered-Dose Inhaler			
Epinephrine			
Narcan			
REASSESSMENT			
Demonstrates how and when to reassess the patient to determine changes in condition			
Provides accurate verbal report to arriving EMS unit			

Trainee Name: _____

- I recommend this Trainee for Team Member test out.
 I recommend this Trainee review this material and test again next time.
 I recommend this Trainee be re-taught this material in its entirety.

Team Leader Signature: _____ ID #: _____ Date: ____/____/____

Trainee Signature: _____ Date: ____/____/____