

Kevin's Instructor Survival Guide

Course Instruction Tips

1. Before the scheduled training date, call the training coordinator to get basic information. Ask:
 - a. About the company;
 - b. Why they need the training;
 - c. Current certification status of those to be trained;
 - d. The size of the group to be trained;
 - e. Information about the training setting – i.e., its approximate size, seating accommodations, A/V equipment available (DVD Player, VCR, size of monitor, have LCD projector, have laptop, etc);
 - f. Confirm the date and time of day for the training;
 - g. About any special time requirements.

2. At the start of each course, have participants open their Manuals and do a brief content review. This ensures that everyone has a complete set of required materials. Also, remember to print your full name, contact information and instructor number on any flipcharts or white boards available in the training room or area.
3. Always let your students know the expiration dates for the trainings they are taking, who the sanctioning body (AHA) is the title of the courses they will be receiving.
4. Complete all the answers for each Lesson Review Section in your copy of the student training manuals. This will be your “teacher’s copy” with answers that you can use during the review portions of each Lesson.
5. **Course Rosters:** As part of your post-course activities, you have to submit the course attendance rosters. This can be done through the NSC’s web site at www.nsc.org. To access the course roster, you must be logged in to the EC Instructors portal. If you have trouble finding the link to the page, after logging in, enter the URL below **EXACTLY** as it is shown and you will be taken directly to the login page for the EC Roster system. Remember to enter your roster information as soon as possible after each course you conduct.

<http://ect.nsc.org/>

6. **Certificate Templates:** You can obtain MS Word templates used to make and print out your certificates from the EC Instructors Downloads page. To access the Downloads page, you must be logged in to the EC Instructors portal. If you have trouble finding the link to the page, after logging in, enter the URL below **EXACTLY** as it is shown and you will be taken directly to the login page for the Downloads page.

http://emergencycare.nsc.org/index.php?page=6&action=category&cat_id=3

7. One frequent problem you will encounter if you conduct a number of public trainings on location at different companies and organizations is malfunctioning and/or inoperable A/V equipment. One way you can address this is by putting your own portable A/V system together that you carry with you as a backup for such emergencies. If you experience a problem at the start or during your presentation with the A/V system provided, you can take a break and then retrieve and set up your portable system. A backup system may be comprised of the following:

- Portable LCD projector

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- Laptop computer or an inexpensive DVD Player (w/remote) that connects to the LCD projector
 - Connector cables for audio and video (compatible with the A/V equipment you use in your backup system)
8. With the NSC's change to CPR and First Aid instructional programs to a more video based instruction, certain information that was normally presented to students via instructor lead lectures and demonstrations has been incorporated in the video for participants to gather as they watch the videos. Even though the majority of the most pertinent information has been included with each video, certain information is not mention and must be provided during immediately before each lesson review, or during the segue sequences between video sequences.

Below is additional information you should present during each lesson.

Lesson 1- BLS

During the CPR segues between each VSI skills demonstration you should provide the CPR Ages—infants are any victim birth to 1yr, children 1yr to 8yrs, and adults are victims ages 8 and older. Also mention that the ages are a general guide and that students should adjust CPR methods accordingly if they are dealing victim that is larger or smaller than their known ages. Compression depths corresponding to the aforementioned age ranges are 0.5 inches to 1 inch, 1 inch to 1.5 inches and 1.5 inches to 2 inches.

Remember to present the Cardiac Chain of Survival and make students aware that if they are where and AED program is not in effect, that an AED is always being brought to the scene by the EMS responders.

Lesson 2 – Acting in and Emergency

This section fully introduces the Good Samaritan Law. However, the Good Samaritan Law is not explicitly mentioned nor is some of its most critical aspects discuss. Before you begin the review for this section is a good time to mention the Law and the concept of Abandonment. They your students what the laws are in their state and provide examples of what abandonment is and is not.

In this section, it's a good idea to discuss any job specific procedures in place for notifying 911 of any on the job emergencies. For instance, some jobs may require that security is contacted first before calling 911.

Lesson 3 – Checking the Victim

During this lesson, it's a good idea to expand on the SAMPLE memory aid by providing relevant examples of what type of information each element of the pneumonic represents when someone is performing a check.

Remember to caution students that any severe bleeding they find during the check must be dealt with first.

Lesson 5 – Choking (Responsive Victim)

This lesson is pretty straight forward and does a decent job covering all that you need to know to do the Abdominal Thrust. However, let students know that the maneuver was formally called the Heimlich Maneuver; that victims who may have there hands around their neck but are coughing should be left alone until the cough becomes weak or they

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stop coughing. Also present that you can perform the abdominal thrust on yourself, but that often many choking victims who know to do so, are not successful because they are not willing to apply the inward and upward thrust with the force required to dislodge the object obstructing their airway. Let them know (and demonstrate) that such victims may better help themselves by finding quickly a good strong chair on which they could collapse over the top edge of the back of chair with the edge in the same position where they would place the thumb side of their fist—just above the navel.

Lesson 6 – Heart Attack and Chest Pain

The video does a good job in this area. But remember to mention the condition Angina which appears on the bottom of page 18 in the Student Workbook/Manual.

Lesson 7 – Preventing Disease Transmission

Depending on the specific job situation for which you determine the students you are training need the course, you may provide certain job specific information on how they are supposed to prevent disease transmission. This information can best be obtained from the person who coordinated the training.

Lesson 9 – Shock

Let the students know that the victim's legs should be raised between 8 – 12 inches.

Lesson 10 – Burns

Let your students know that when “serious” burns are discussed the video and the Lesson Review are talking about 3rd degree burns

Lesson 13 – Sudden Illness

There is a stroke medication called tPA that must be administered to stroke victims within a three hour window of the victim show signs and symptoms of experiencing a stroke. Let your students know this additional information and how to act accordingly should they be the one to transport the stroke victim to the ER

Lesson 14 – Poisoning

Caution the class that there will be pictures of snakes in the section if they are squeamish; This is a good section to practice use of the First Aid Quick Guide by asking students how to provide first aid for a snake bite. Ask them what they would do first without consulting the guide then have them find “snake bite” in the guide and see how their answer may differ for the one provided in the Quick Guide

Lesson 16 - Rescuing and Moving Victims

There is no video, at present, for this section, so you must present this as a traditional lecture. There is also not practice of the various means to move a victim depicted on page 56 due to safety reason. However, you can describe how the various ways of moving a victim can be performed and in what situations they best be used.

For the section on multiple victims, I've found it's helpful to develop a brief vignette of an accident scene with four (4) victims matching the condition levels in the table. Have your students review the table prior to presenting the vignette.

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- Remember to distribute and collect a course eval, or to encourage the students to complete the evaluation postcards that come with their student workbooks.

Recommended Instruction Equipment

If you're going to be conducting FA and CPR trainings regularly, then you will want to purchase equipment that will be helpful to you as you lead your classes. Over time, I've found the equipment below invaluable as an Instructor conducting trainings in a variety of settings.

- LCD Projector
- Laptop
- Heavy-duty extension cord
- Power strip
- Multi-port Video Adaptor
- Universal Remote
- Batteries – AAA, AA
- Dry-Eraser Kit (assorted pens, eraser, board cleaner)
- Desktop Flipchart

Notes:

If you're on a tight budget, use eBay to search for low-cost, reliable, training equipment. Remember to research all sellers and products thoroughly before making any.

Recommended FA/CPR Equipment

Vinyl glove
CPR pocket Mask
CPR Face Shield
Disposable Face Shields (for training use only)
'Resusci' Manikin Wipes

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Online Resources

Web Site	What they offer...
www.AEDSuperstore.com	Excellent source for AED equipment, CPR training manikins, and information on all major brand AED units (training and fully functional).
www.chesapeakeesc.org	Maryland chapter of the National Safety Council. Visit the site for information on upcoming trainings and conferences, or to become a member and receive discounts.
www.nsc.org	Visit the National Safety Council's web site for all of you official NSC training materials. You can access the EC Instructors portal here as well and receive up to minute alerts on AHA guideline changes.
www.eBay.com	If there's a piece of training equipment you need from instructional aids to health training products, you're bound to find it on eBay. Always' research each purchase carefully before placing a bid, and remember to research the eBay store or merchant carefully.
www.dell.com	Need a laptop, desktop, LCD projector, printer, copier or other computer related product, Dell.com is an excellent resource.
www.cpr-savers.com	After repeated use, the CPR Prompt Manikins (the Green Men) will wear out. You can order replacement parts from CPR-Savers & First Aid Supply. Just enter the phrase "CPR Prompt manikin parts" in their site search box.
www.newegg.com	Newegg.com is an online e-commerce company offering more than 25,000 computer hardware and software, consumer electronics and communications products in stock at competitive prices and ready to ship at lightning-speed. I've built two PC's using part purchased from NewEgg.com, and have saved money, even with shipping costs added, on PC and laptop memory, software, PC speakers, etc by taking advantage of their weekend specials.