

Training and Recertification Psychomotor Skill Sheets

Emergency Medical Technician - 1, 2, & 3

Department of Health and Social Services
Division of Public Health
Section of Emergency Programs Box 110616
Juneau, AK 99811-0616

(907) 465-3027

<http://www.ems.alaska.gov>
Version 5i, Revised January 2017

[This Page Intentionally Left Blank]

Notes on Using These Skill Sheets

These skill sheets have been designed as a study guide for the successful completion of practical skills testing by EMT students, as well as defining the standard of care for Alaska EMTs. Practical examinations for certification are based on the National DOT Curriculum.

Critical Criteria:

Many of the critical criteria are written as a negative statement. For example: “Failure to suction airway **before** ventilating the patient.” For this critical criteria, if the student ventilated before suctioning, you would check the line next to the criteria and document on the back of the sheet what the student did or failed to do.

Critical Criteria were established by considering the following:

- a) The action described in the critical criteria would result in further harm to the patient or rescuer.
- b) The critical criterion was a critical criterion on another Alaska Skill Sheet or on skill sheets developed by the National Registry of EMTs.

The student must not have any critical criteria checked to successfully complete a skill sheet.

Artificialities of Training and Testing

Training and testing in EMS can only approximate the real world activities of the emergency medical technician. There are certain artificialities to both training and testing which must be (and usually are) understood by both the instructor and the student. For example, when an EMT sees the patient for the first time, he or she immediately forms an impression of whether the patient is “sick or not sick.” In the testing and training phases of EMS, this “general impression” must be verbalized to the proctor or instructor. Clearly, in the field setting, this impression would not be shared with the patient.

Evaluation

Completion of the skills for a particular training program must be verified by an instructor approved by the Department of Health and Social Services.

Notes on CPR Skills

Although this packet does not include the skill sheets for CPR, it is expected that all EMTs be capable of competently performing all CPR skills (one and two rescuer CPR, rescue breathing, cardiopulmonary resuscitation, and airway obstruction removal procedures) for infant, child, and adult patients. The skills must be performed in accordance with the current International Liaison Committee on Resuscitation (ILCOR) recommendations for Basic Life Support and Advanced Life Support, as published in *Circulation*, November 3, 2015, or later edition, and consistent with the current EMT scope of practice as defined in the Alaska EMS regulations.

Regardless of the skill sheets used, the following are considered "critical points" and failure to perform them properly may result in failure of the practical examination:

1. Using proper body substance isolation precautions.
2. Key sequencing.
3. Obtaining a proper mask seal.
4. Providing adequate volume when ventilating, e.g. tidal volume should be sufficient to make the chest rise.
5. Proper length, frequency, and location of pulse checks.
6. Proper positioning of the patient's head.
7. Proper hand placement, compression rate and depth.
8. Proper ratio of ventilations to compressions.

Contents

ASSESSMENT OF BLOOD PRESSURE, PULSE, RESPIRATIONS, AND SKIN	1
OROPHARYNGEAL AIRWAY INSERTION – ADULT	3
OROPHARYNGEAL AIRWAY INSERTION – INFANT/CHILD	4
NASOPHARYNGEAL AIRWAY INSERTION	5
MOUTH-TO-MASK VENTILATION	6
BVM VENTILATION OF AN APNEIC PATIENT	7
ORAL SUCTIONING	8
OXYGEN ADMINISTRATION BY NON-REBREATHING MASK	9
PATIENT ASSESSMENT/MANAGEMENT – TRAUMA	10
PATIENT ASSESSMENT/MANAGEMENT – MEDICAL	12
NEUROLOGICAL ASSESSMENT	14
ASSISTING WITH PRESCRIBED MEDICATION	15
ADMINISTRATION OF NON-PRESCRIBED MEDICATION	16
CARDIAC ARREST MANAGEMENT / AED	17
EMERGENCY CHILDBIRTH	18
NEWBORN MANAGEMENT	20
BLEEDING CONTROL/SHOCK MANAGEMENT	21
CERVICAL IMMOBILIZATION	22
SPINAL IMMOBILIZATION (SUPINE PATIENT)	23
SPINAL IMMOBILIZATION (SEATED PATIENT)	24
RAPID EXTRICATION	25
JOINT IMMOBILIZATION	26
GENERIC STYLE TRACTION SPLINTING	27
SAGER STYLE TRACTION SPLINTING	28
HARE STYLE TRACTION SPLINTING	29
HARE COMPACT STYLE TRACTION SPLINTING	30
LONG BONE IMMOBILIZATION	31
SUPRAGLOTTIC AIRWAY DEVICE	32
VENTILATORY MANAGEMENT – ADULT	33
INTRAVENOUS THERAPY	35
INTRAVENOUS BOLUS MEDICATIONS	36
ADMINISTRATION OF SQ MEDICATIONS	37

ADMINISTRATION OF IM MEDICATIONS..... 38

ADMINISTRATION OF ET MEDICATIONS 39

DRAWING UP MEDICATIONS-Preload Syringe..... 40

DRAWING UP MEDICATIONS-Vial 41

DRAWING UP MEDICATIONS-Ampoule 42

PEDIATRIC INTRAOSSEOUS INFUSION 43

ADULT INTRAOSSEOUS INFUSION 44

DEFIBRILLATION USING A MANUAL DEFIBRILLATOR..... 45

EMT-3 CARDIAC ARREST TREATMENT 46

DYNAMIC CARDIOLOGY 47

CATEGORIZED SKILL SHEETS..... 48

SUGGESTION FORM 50



Training and Recertification Skill Sheet

ASSESSMENT OF BLOOD PRESSURE, PULSE, RESPIRATIONS, AND SKIN

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to correctly obtain a Blood Pressure (BP), and assess a pulse, respirations and the skin.

EQUIPMENT: PPE (Eye Protection/Gloves), BP cuff, stethoscope, timekeeping device that displays seconds and a patient.

COMPETENCY: Skills may be performed in any order. The student will be able to measure a blood pressure, pulse, respirations and skin signs within the degree of accuracy as specified within the applicable section of the skill sheet.

REVISED DATE: September 2016

Actual Time Started: _____

<i>For all Vital Signs</i>	Possible Points	Awarded Points
Takes or verbalizes appropriate body substance isolation precautions.	1	
Seeks permission to perform an assessment and explains procedure to the patient.	1	
<i>Blood Pressure - Auscultation – Steps</i>	Possible Points	Awarded Points
Places a correctly sized BP cuff around the patient's upper arm for the most accurate BP.	1	
Locates the brachial artery by palpation.	1	
Places the diaphragm of the stethoscope over the brachial artery.	1	
Inflates the cuff to approximately 30 mmHg above last pulse heard.	1	
Deflates the cuff slowly.	1	
Reports the obtained measurement (accuracy within 6 mmHg of the measurement obtained by evaluator required).	1	
<i>Blood Pressure – Palpation – Steps</i>	Possible Points	Awarded Points
Places a correctly sized BP cuff around the patient's upper arm for the most accurate BP..	1	
Locates the radial or brachial artery.	1	
Palpates the artery.	1	
Inflates the cuff to approximately 30 mmHg above last pulse felt.	1	
Deflates the cuff slowly.	1	
Reports the obtained systolic measurement (accuracy within 6 mmHg of the measurement obtained by evaluator required).	1	
<i>Pulse Rate – Steps</i>	Possible Points	Awarded Points
Locates a peripheral pulse with at least two fingers.	1	
Counts pulse for at least 30 seconds (doubles that to obtain a pulse per minute number).	1	
Calculates and reports rate per minute (accuracy within 4 beats/minute of rate obtained by evaluator required).	1	
Reports quality (strength) and rhythm (regular, irregular) of pulse.	1	
<i>Respiratory Rate - Steps</i>	Possible Points	Awarded Points
Places hand lightly over patient's diaphragm, observes chest rise OR uses other technique to identify a respiration.	1	
Counts respirations for at least 30 seconds (doubles it to obtain a breaths per minute).	1	
Calculates the rate per minute appropriately and states within 4 of rate observed by evaluator.	1	
Reports quality (normal, shallow, labored, breathing noisy) and rhythm (regular, irregular) of respirations.	1	
<i>Skin Assessment - Steps</i>	Possible Points	Awarded Points
Observes skin color (normal, pale, cyanotic, jaundiced) appropriately. Student knows where to look.	1	
Feels skin temperature (normal, warm, cool, cold, hot).	1	
Feels for condition of skin (normal, dry, moist, tenting).	1	



Training and Recertification Skill Sheet

ASSESSMENT OF BLOOD PRESSURE, PULSE, RESPIRATIONS, AND SKIN

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

Assesses and reports capillary refill; communicates the value in infants and children.	1	
Reports skin color, temperature and condition.	1	
Actual Time Ended:	Total:	27

Critical Criteria:

- ____ Failure to take standard precautions when indicated.
- ____ Failure to report obtained measurement within 6 mmHg of that measured by evaluator (BP), 4 beats per minute of that measured by evaluator (HR), 4 breaths per minute of that measured by evaluator (breathing rate) or appropriate skin color, temperature and condition (skin).
- ____ Failure to manage the patient as a competent EMT.
- ____ Exhibits unacceptable affect with patient or other personnel.
- ____ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

OROPHARYNGEAL AIRWAY INSERTION – ADULT

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to correctly measure and insert an oropharyngeal airway (OPA). Student is prepared for the action of suctioning the airway should the patient vomit.

EQUIPMENT: PPE (Eye Protection/Gloves), airway manikin, tongue depressor, suction device and selection of oropharyngeal airways sizes.

COMPETENCY: The student will be able to correctly size and insert an oropharyngeal airway in an adult.

REVISED DATE: September 2016

Actual Time Started: _____	Possible Points	Awarded Points
Takes or verbalizes appropriate body substance isolation precautions.	1	
Maintains the head in a neutral position if cervical spine injury is suspected. Verbalize patient has no gag reflex	1	
Determines the proper size airway by measuring it from the corner of the mouth to the tip of the ear lobe, or by measuring from the center of the mouth to the angle of the jaw.	1	
Opens the patient's mouth in a manner that prevents the student from being bitten.	1	
Inserts the airway by: <ul style="list-style-type: none"> • inserting with the tip towards the hard palate and rotating 180° as the tip passes the soft palate into the pharynx; or • Inserting sideways and rotating 90° as the tip passes the soft palate into the pharynx; or • Inserting after the tongue is displaced anteriorly with a tongue blade. 	1	
Inserts the airway so that the flange is resting on the lips, gums or teeth.	1	
Actual Time Ended: _____	Total:	6

Critical Criteria:

- ___ Failure to take standard precautions.
- ___ Failure to determine proper size airway.
- ___ Failure to insert airway using the 90° or 180° method.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

OROPHARYNGEAL AIRWAY INSERTION - INFANT/CHILD

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to correctly measure and insert an oropharyngeal airway (OPA). Student is prepared for the action of suctioning the airway should the patient vomit.

EQUIPMENT: PPE (Eye Protection/Gloves), airway manikin, tongue depressor, suction device and selection of oropharyngeal airways sizes.

COMPETENCY: The student will be able to correctly size and insert an oropharyngeal airway in an infant/child.

REVISED DATE: September 2016

Actual Time Started: _____	Possible Points	Awarded Points
Takes or verbalizes appropriate body substance isolation precautions.	1	
Maintains the head in a neutral position if cervical spine injury is suspected. Verbalize patient has no gag reflex.	1	
Determines the proper size airway by measuring it from the corner of the mouth to the tip of the ear lobe, or by measuring from the center of the mouth to the angle of the jaw.	1	
Opens the patient's mouth in a manner that prevents the student from being bitten.	1	
Inserts the airway by: <ul style="list-style-type: none"> • inserting after the tongue is displaced anteriorly with a tongue blade. 	1	
Inserts the airway so that the flange is resting on the lips, gums, or teeth.	1	
Actual Time Ended: _____	Total:	6

Critical Criteria:

- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

NASOPHARYNGEAL AIRWAY INSERTION

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to correctly measure and insert a nasopharyngeal airway (NPA). Student should be prepared for the action of suctioning the airway should the patient vomit.

EQUIPMENT: PPE (Eye Protection/Gloves), airway manikin, selection of nasopharyngeal airways, lubricant appropriate for manikin (to represent the need for adequate lubricant) and suction device.

COMPETENCY: The student will be able to correctly size and insert a nasopharyngeal airway.

REVISED DATE: September 2016

Actual Time Started: _____

	Possible Points	Awarded Points
Takes or verbalizes appropriate body substance isolation precautions.	1	
Maintains the head in a neutral position if a cervical spine injury is suspected.	1	
Sizes the airway by selecting an airway adjunct that extends from the patient's nostril to the tip of the earlobe or the angle of the jaw.	1	
The adjunct is lubricated with the appropriate lubricant.	1	
The airway is gently inserted with the bevel towards the nasal septum or floor of nose.	1	
If resistance is met, the airway is removed and insertion is attempted in the other nostril.	1	
Inserts the airway until the flange rests on the nostril.	1	
Actual Time Ended: _____	Total:	7

Critical Criteria:

- ___ Failure to insert the NPA with bevel toward septum or floor of nose.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

MOUTH-TO-MASK VENTILATION

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately ventilate a patient using a pocket mask with a one-way valve. Student should be prepared for action of suctioning the airway should the patient vomit. **Note:** The assembly of the oxygen tank and regulator is not a part of this skill sheet.

EQUIPMENT: PPE (Eye Protection/Gloves), pocket mask with one-way valve (with/without an oxygen port), airway manikin, the correct size of oropharyngeal and/or nasopharyngeal airway, oxygen tank with regulator, suction device and oxygen supplies.

COMPETENCY: **Rescue breathing is in progress and is being performed by a citizen responder.** The student will correctly perform mouth-to-mask ventilation for at least two minutes.

REVISED DATE: September 2016

Actual Time Started: _____

	Possible Points	Awarded Points
Takes or verbalizes appropriate body substance isolation precautions.	1	
Maintains the head in a neutral position if a cervical spine injury is suspected.	1	
Assembles the pocket mask correctly.	1	
Connects the pocket mask to an oxygen source and sets flow of oxygen to 10 to 15 LPM. (If Available)	1	
Effectively opens the patient's airway.	1	
Correctly inserts the oropharyngeal airway (OPA) or nasopharyngeal airway (NPA).	1	
Places the pocket mask over the patient's mouth and nose and ensures a proper seal.	1	
Effectively ventilates the patient, as evidenced by rise and fall of chest, at a rate of 10 to 12 times per minute.	1	
Allows for adequate exhalation between ventilations.	1	
Actual Time Ended: _____	Total:	9

Critical Criteria:

- ___ Failure to ensure proper seal of pocket mask.
- ___ Failure to effectively ventilate patient.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

BVM VENTILATION OF AN APNEIC PATIENT

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to correctly insert an OPA, and adequately ventilate a patient with oxygen.

Note: The assembly of the oxygen tank and regulator is not a part of this skill sheet.

EQUIPMENT: PPE (Eye Protection/Gloves), suction unit, correctly sized OPA, airway manikin, Bag-Valve-Mask (BVM), oxygen tank, regulator, oxygen tubing.

COMPETENCY: The student will be able to correctly ventilate a patient using a BVM.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Takes or verbalizes appropriate body substance isolation precautions	1	
Checks responsiveness	1	
Checks breathing		
NOTE: After checking responsiveness and breathing for at least 5 but no more than 10 seconds, examiner informs the candidate, "The patient is unresponsive and apneic."		
Requests additional EMS assistance	1	
Checks pulse for at least 5 but no more than 10 seconds	1	
NOTE: The examiner must now inform the candidate, "You palpate a weak carotid pulse at a rate of 60."		
Opens airway properly	1	
NOTE: The examiner must now inform the candidate, "The mouth is full of secretions and vomitus."		
Prepares rigid suction catheter	1	
Turns on power to suction device or retrieves manual suction device	1	
Inserts rigid suction catheter without applying suction	1	
Suctions the mouth and oropharynx	1	
NOTE: The examiner must now inform the candidate, "The mouth and oropharynx are clear."		
Opens the airway manually	1	
Inserts oropharyngeal airway	1	
NOTE: The examiner must now inform the candidate, "No gag reflex is present and the patient accepts the airway adjunct."		
Ventilates the patient immediately using a BVM device unattached to oxygen [Award this point if candidate elects to ventilate initially with BVM attached to reservoir and oxygen so long as first ventilation is delivered within 30 seconds.]	1	
NOTE: The examiner must now inform the candidate that ventilation is being properly performed without difficulty.		
Re-checks pulse for at least 5 but no more than 10 seconds	1	
Attaches the BVM assembly [mask, bag, reservoir] to oxygen [15 L/minute]	1	
Ventilates the patient adequately -Proper volume to make chest rise (1 point) -Proper rate [10 – 12/minute but not to exceed 12/minute] (1 point)	2	
NOTE: The examiner must now ask the candidate, "How would you know if you are delivering appropriate volumes with each ventilation?"		
Actual Time Ended: _____	Total: 17	

Critical Criteria:

- _____ After suctioning the patient, failure to initiate ventilations within 30 seconds or interrupts ventilations for greater than 30 seconds at any time
- _____ Failure to take or verbalize appropriate body substance isolation precautions
- _____ Failure to suction airway **before** ventilating the patient
- _____ Suctions the patient for an excessive and prolonged time
- _____ Failure to check responsiveness and breathing for at least 5 seconds but no more than 10 seconds
- _____ Failure to check pulse for at least 5 seconds but no more than 10 seconds
- _____ Failure to voice and ultimately provide high oxygen concentration [at least 85%]
- _____ Failure to ventilate the patient at a rate of at least 10/minute and no more than 12/minute
- _____ Failure to provide adequate volumes per breath [maximum 2 errors/minute permissible]
- _____ Insertion or use of any adjunct in a manner dangerous to the patient
- _____ Failure to manage the patient as a competent EMT
- _____ Exhibits unacceptable affect with patient or other personnel.
- _____ Uses or orders a dangerous or inappropriate intervention

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

ORAL SUCTIONING

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately suction a patient's airway when secretions are present.

EQUIPMENT: PPE (Eye Protection/Gloves), suction unit, rigid suction tip, airway manikin.

COMPETENCY: The student will be able to correctly suction a patient's airway.

REVISED DATE: August 2016

	Possible Points	Awarded Points
Actual Time Started: _____		
Takes or verbalizes appropriate body substance isolation precautions.	1	
Prepares rigid suction catheter.	1	
Turns on power to suction device or retrieves manual suction device.	1	
Tests the suction device to ensure suction is being provided.	1	
Inserts rigid suction catheter without applying suction.	1	
Suctions the mouth and oropharynx for no more than 15 seconds.	1	
Actual Time Ended: _____	Total: 6	

Critical Criteria:

- ___ Failure to take or verbalize appropriate body substance isolation precautions.
- ___ Failure to suction patient's airway effectively.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

OXYGEN ADMINISTRATION BY NON-REBREATHER MASK

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to correctly assemble an oxygen tank and regulator, and apply and deliver oxygen with a non-rebreather mask.

EQUIPMENT: PPE (Eye Protection/Gloves), oxygen tank, regulator, non-rebreather mask with tubing, airway manikin.

COMPETENCY: The student will be able to correctly deliver oxygen to a patient with a non-rebreather mask.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Takes or verbalizes appropriate body substance isolation precautions.	1	
Gathers appropriate equipment.	1	
Cracks valve on the oxygen tank.	1	
Assembles the regulator to the oxygen tank.	1	
Opens the oxygen tank valve.	1	
Checks oxygen tank pressure.	1	
Checks for leaks.	1	
Attaches non-rebreather mask to correct port of regulator.	1	
Turns on oxygen flow to prefill reservoir bag.	1	
Adjusts regulator to assure oxygen flow rate of at least 10 L/minute.	1	
Attaches mask to patient's face and adjusts to fit snugly.	1	
Actual Time Ended: _____	Total: 11	

Critical Criteria:

- ___ Failure to take or verbalize appropriate body substance isolation precautions.
- ___ Failure to assemble the oxygen tank and regulator without leaks.
- ___ Failure to prefill the reservoir bag.
- ___ Failure to adjust the oxygen flow rate to the non-rebreather mask of at least 10 L/minute.
- ___ Failure to assure a tight mask seal to patient's face.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

PATIENT ASSESSMENT/MANAGEMENT – TRAUMA

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately assess and transport a trauma patient in a timely manner. **Note:** The primary survey must be completed and transport/treatment decision made within 10 minutes.

EQUIPMENT: PPE (Eye Protection/Gloves), patient

COMPETENCY: The student will be able to correctly assess and treat a trauma patient within a timely manner.

REVISED DATE: August 2016

Actual Time Started: _____	Note: Areas denoted by "****" may be integrated within sequence of Primary Survey/Resuscitation	Possible Points	Awarded Points
Takes or verbalizes appropriate body substance isolation precautions.		1	
SCENE SIZE-UP			
Determines the scene/situation is safe.		1	
Determines the mechanism of injury/nature of illness.		1	
Determines the number of patients.		1	
Requests additional EMS assistance if necessary.		1	
Considers stabilization of the spine.		1	
PRIMARY SURVEY/RESUSCITATION			
Verbalizes general impression of the patient.		1	
Determines responsiveness/level of consciousness.		1	
Determines chief complaint/apparent life-threats.		1	
Airway -Opens and assesses airway (1 point) -Inserts adjunct as indicated (1 point)		2	
Breathing -Assess breathing (1 point) -Assures adequate ventilation (1 point) -Initiates appropriate oxygen therapy (1 point) -Manages any injury which may compromise breathing/ventilation		4	
Circulation -Checks pulse (1point) -Assess skin [either skin color, temperature or condition] (1 point) -Assesses for and controls major bleeding if present (1 point) -Initiates shock management [positions patient properly, conserves body heat] (1 point)		4	
Identifies patient priority and makes treatment/transport decision (based upon calculated GCS)		1	
HISTORY TAKING			
Attempts to obtain SAMPLE history		1	
SECONDARY ASSESSMENT			
Head -Inspects and palpates scalp and ears (1 point) ** -Assesses eyes (1 point) -Inspects mouth**, nose** and assesses facial area (1 point)		3	
Neck** -Checks position of trachea (1 point) -Checks jugular veins (1 point) -Palpates cervical spine (1		3	
Chest** -Inspects chest (1 point) -Palpates chest (1 point) -Auscultates chest (1 point)		3	
Abdomen/pelvis** -Inspects and palpates abdomen (1 point) -Assesses pelvis (1 point) -Verbalizes assessment of genitalia/perineum as needed (1 point)		3	
Lower extremities** -Inspects, palpates and assesses motor, sensory and distal circulatory functions (1 point/leg)		2	
Upper extremities -Inspects, palpates and assesses motor, sensory and distal circulatory functions (1 point/arm)		2	
Posterior thorax, lumbar and buttocks** -Inspects and palpates posterior thorax (1 point) -Inspects and palpates lumbar and buttocks areas (1 point)		2	
VITAL SIGNS			
Obtains baseline vital signs [must include BP, P and R] (1point)		1	
Manages secondary injuries and wounds appropriately		1	
REASSESSMENT			
Demonstrates how and when to reassess the patient		1	
Actual Time Ended: _____	Total:	42	



Training and Recertification Skill Sheet

PATIENT ASSESSMENT/MANAGEMENT – TRAUMA

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

Critical Criteria:

- ____ Failure to initiate or call for transport of the patient within 10-minute time limit.
- ____ Failure to take or verbalize appropriate body substance isolation precautions.
- ____ Failure to determine scene safety.
- ____ Failure to assess for and provide spinal protection when indicated.
- ____ Failure to voice and ultimately provide high concentration of oxygen.
- ____ Failure to assess/provide adequate ventilation.
- ____ Failure to find or appropriately manage problems associated with airway, breathing, hemorrhage or shock.
- ____ Failure to differentiate patient's need for immediate transportation versus continued assessment/treatment at the scene.
- ____ Performs other assessment before assessing/treating threats to airway, breathing and circulation.
- ____ Failure to manage the patient as a competent EMT.
- ____ Exhibits unacceptable affect with patient or other personnel.
- ____ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

PATIENT ASSESSMENT/MANAGEMENT – MEDICAL

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately assess and treat a medical patient within a timely manner. **Note:** The student must complete the primary survey and determine transport and treatment within 15 minutes.

EQUIPMENT: PPE (Eye Protection/Gloves), patient

COMPETENCY: The student will be able to assess and treat a medical patient within a timely manner.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Points Awarded
Takes or verbalizes appropriate body substance isolation precautions	1	
SCENE SIZE-UP		
Determines the scene/situation is safe.	1	
Determines the mechanism of injury/nature of illness.	1	
Determines the number of patients.	1	
Requests additional EMS assistance if necessary.	1	
Considers stabilization of the spine.	1	
PRIMARY SURVEY/RESUSCITATION		
Verbalizes the general impression of the patient.	1	
Determines responsiveness/level of consciousness (AVPU).	1	
Determines chief complaint/apparent life-threats.	1	
Assesses airway and breathing -Assessment (1 point) -Assures adequate ventilation (1 point) -Initiates appropriate oxygen therapy (1 point)	3	
Assesses circulation -Assesses/controls major bleeding (1 point) -Checks pulse (1 point) -Assesses skin [either skin color, temperature or condition] (1 point)	3	
Identifies patient priority and makes treatment/transport decision	1	
HISTORY TAKING		
History of the present illness -Onset (1 point) -Quality (1 point) -Severity (1 point) -Provocation (1 point) -Radiation (1 point) -Time (1 point) -Clarifying questions of associated signs and symptoms related to OPQRST (2 points)	8	
Past medical history -Allergies (1 point) -Past pertinent history (1 point) -Events leading to present illness (1 point) -Medications (1 point) -Last oral intake (1 point)	5	
SECONDARY ASSESSMENT		
Assesses affected body part/system -Cardiovascular -Neurological -Integumentary -Reproductive -Pulmonary -Musculoskeletal -GI/GU -Psychological/Social	5	
VITAL SIGNS		
-Blood pressure (1 point) -Pulse (1 point) -Respiratory rate and quality (1 point each)	4	
States field impression of patient	1	
Interventions [verbalizes proper interventions/treatment]	1	
REASSESSMENT		
Demonstrates how and when to reassess the patient to determine changes in condition	1	
Provides accurate verbal report to arriving EMS unit	1	
Actual Time Ended: _____	Total:	42



Training and Recertification Skill Sheet

PATIENT ASSESSMENT/MANAGEMENT – MEDICAL

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

Medical Assessment Questions (Numbers in parentheses relate to the number of questions which must be asked to get credit for having completed this step).			
<p>Altered Mental Status (5/8)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Description of episode <input type="checkbox"/> Duration <input type="checkbox"/> Onset <input type="checkbox"/> Associated symptoms <input type="checkbox"/> Evidence of trauma <input type="checkbox"/> Interventions <input type="checkbox"/> Seizures <input type="checkbox"/> Fever <p>Allergic Reaction (4/6)</p> <ul style="list-style-type: none"> <input type="checkbox"/> History of allergies <input type="checkbox"/> Exposed to what? <input type="checkbox"/> How exposed? <input type="checkbox"/> Effects <input type="checkbox"/> Progression <input type="checkbox"/> Interventions 	<p>Environmental (3/5)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Source <input type="checkbox"/> Environment <input type="checkbox"/> Duration <input type="checkbox"/> Loss of consciousness <input type="checkbox"/> Effects-general or local <p>Cardiac/Respiratory (4/6)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Onset <input type="checkbox"/> Provocation <input type="checkbox"/> Quality <input type="checkbox"/> Radiation <input type="checkbox"/> Severity <input type="checkbox"/> Time <p>Acute Abdomen (3/5)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location of pain <input type="checkbox"/> Bleeding or discharge <input type="checkbox"/> Orthostatic vital signs <input type="checkbox"/> Last menstrual period <input type="checkbox"/> Blood in feces, urine or vomit 	<p>Syncope (4/7)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Length of time unconscious <input type="checkbox"/> Position <input type="checkbox"/> History <input type="checkbox"/> Blood in vomit or stool <input type="checkbox"/> Trauma <input type="checkbox"/> Incontinence <input type="checkbox"/> Orthostatic vital signs <p>Poisoning & OD (4/6)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Substance <input type="checkbox"/> When exposed/ingested <input type="checkbox"/> Amount <input type="checkbox"/> Time period <input type="checkbox"/> Interventions <input type="checkbox"/> Estimated weight 	<p>Behavioral (3/4)</p> <ul style="list-style-type: none"> <input type="checkbox"/> How do you feel? <input type="checkbox"/> Determine if suicidal <ul style="list-style-type: none"> <input type="checkbox"/> “Were you trying to hurt yourself?” <input type="checkbox"/> “Have you been feeling that life is not worth living?” <input type="checkbox"/> “Have you been feeling like killing yourself?” <input type="checkbox"/> “Do you have a plan?” <input type="checkbox"/> Medical problem <input type="checkbox"/> Interventions <p>Obstetrics (4/6)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are you pregnant? <input type="checkbox"/> How long? <input type="checkbox"/> Pain or contraction <input type="checkbox"/> Bleeding or discharge <input type="checkbox"/> Do you want to push? <input type="checkbox"/> Last menstrual period

Critical Criteria:

- ___ Failure to initiate or call for transport of the patient within 15-minute time limit.
- ___ Failure to take or verbalize appropriate body substance isolation precautions.
- ___ Failure to determine scene safety before approaching patient.
- ___ Failure to voice and ultimately provide appropriate oxygen therapy.
- ___ Failure to assess/provide adequate ventilation.
- ___ Failure to find or appropriately manage problems associated with airway, breathing, hemorrhage or shock.
- ___ Failure to differentiate patient’s need for immediate transportation versus continued assessment or treatment at the scene.
- ___ Performs secondary examination before assessing and treating threats to airway, breathing and circulation.
- ___ Orders a dangerous or inappropriate intervention.
- ___ Failure to provide accurate report to arriving EMS unit.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

NEUROLOGICAL ASSESSMENT

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately complete a neurological exam.

EQUIPMENT: PPE (Eye Protection/Gloves), pen light, patient.

COMPETENCY: The student will be able to correctly assess patient's neurological state.

REVISED DATE: August 2016

	Possible Points	Awarded Points																																																												
Verbalizes specific safety considerations and Takes or verbalizes appropriate body substance isolation precautions	1																																																													
Explains the procedure to the patient.	1																																																													
Assesses Level of Consciousness: Alert - awake, eyes open; or, Verbal – responds, appropriately or not, to verbal stimulus; or, Painful –does not respond to verbal commands, but responds to painful stimulus Unresponsive – no response to verbal or painful stimulus	1																																																													
Assesses and identifies Glasgow Coma Scale Score*: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Adult/Child</td> <td style="width: 33%;"></td> <td style="width: 33%;">Infant</td> </tr> <tr> <td></td> <td style="text-align: center;">Eye Opening</td> <td></td> </tr> <tr> <td>Spontaneous</td> <td style="text-align: center;">4</td> <td>Spontaneous</td> </tr> <tr> <td>To Voice</td> <td style="text-align: center;">3</td> <td>To speech</td> </tr> <tr> <td>To Pain</td> <td style="text-align: center;">2</td> <td>To pain</td> </tr> <tr> <td>None</td> <td style="text-align: center;">1</td> <td>No response</td> </tr> <tr> <td></td> <td style="text-align: center;">Verbal Response</td> <td></td> </tr> <tr> <td>Oriented</td> <td style="text-align: center;">5</td> <td>Coos, babbles</td> </tr> <tr> <td>Confused</td> <td style="text-align: center;">4</td> <td>Irritable, cries</td> </tr> <tr> <td>Inappropriate</td> <td style="text-align: center;">3</td> <td>Cries to pain</td> </tr> <tr> <td>Incomprehensible</td> <td style="text-align: center;">2</td> <td>Moans, grunts</td> </tr> <tr> <td>No response</td> <td style="text-align: center;">1</td> <td>No response</td> </tr> <tr> <td></td> <td style="text-align: center;">Motor Response</td> <td></td> </tr> <tr> <td>Obey commands</td> <td style="text-align: center;">6</td> <td>Spontaneous</td> </tr> <tr> <td>Localized pain</td> <td style="text-align: center;">5</td> <td>Localizes pain</td> </tr> <tr> <td>Withdraws</td> <td style="text-align: center;">4</td> <td>Withdraws</td> </tr> <tr> <td>Flexion</td> <td style="text-align: center;">3</td> <td>Flexion</td> </tr> <tr> <td>Extension</td> <td style="text-align: center;">2</td> <td>Extension</td> </tr> <tr> <td>No response</td> <td style="text-align: center;">1</td> <td>No response</td> </tr> <tr> <td colspan="3" style="text-align: center;">Total Points: 3 to 15</td> </tr> </table>	Adult/Child		Infant		Eye Opening		Spontaneous	4	Spontaneous	To Voice	3	To speech	To Pain	2	To pain	None	1	No response		Verbal Response		Oriented	5	Coos, babbles	Confused	4	Irritable, cries	Inappropriate	3	Cries to pain	Incomprehensible	2	Moans, grunts	No response	1	No response		Motor Response		Obey commands	6	Spontaneous	Localized pain	5	Localizes pain	Withdraws	4	Withdraws	Flexion	3	Flexion	Extension	2	Extension	No response	1	No response	Total Points: 3 to 15			3	
Adult/Child		Infant																																																												
	Eye Opening																																																													
Spontaneous	4	Spontaneous																																																												
To Voice	3	To speech																																																												
To Pain	2	To pain																																																												
None	1	No response																																																												
	Verbal Response																																																													
Oriented	5	Coos, babbles																																																												
Confused	4	Irritable, cries																																																												
Inappropriate	3	Cries to pain																																																												
Incomprehensible	2	Moans, grunts																																																												
No response	1	No response																																																												
	Motor Response																																																													
Obey commands	6	Spontaneous																																																												
Localized pain	5	Localizes pain																																																												
Withdraws	4	Withdraws																																																												
Flexion	3	Flexion																																																												
Extension	2	Extension																																																												
No response	1	No response																																																												
Total Points: 3 to 15																																																														
Assesses pupil equality, size, and reaction to light.	1																																																													
Assesses motor and sensory function in all four extremities.	1																																																													
Actual Time Ended: _____	Total:	8																																																												

Critical Criteria:

- ____ Failure to complete neurological assessment as shown above.
- ____ Failure to manage the patient as a competent EMT.
- ____ Exhibits unacceptable affect with patient or other personnel.
- ____ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

ASSISTING WITH PRESCRIBED MEDICATION

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately assist with the patient's prescribed medication.

EQUIPMENT: PPE (Gloves), simulated medication, BP cuff, stethoscope, patient or manikin.

COMPETENCY: The student will be able to correctly assist in administering a patient's medication.

REVISED DATE: August 2016

Actual Time Started: _____			Possible Points	Awarded Points
Takes or verbalizes appropriate body substance isolation precautions			1	
Obtains the patient's prescribed medication.			1	
Establishes that the patient is not allergic to the drug.			1	
Contacts medical direction for authorization if administration is not covered in standing orders.			1	
Assures the medication is prescribed and indicated for the patient.			1	
Determines if the patient has taken any prescribed dose(s).			1	
Checks the medication for expiration date.			1	
Specific medications:			1	
<input type="checkbox"/> Nitroglycerin	<input type="checkbox"/> Metered Dose Inhaler	<input type="checkbox"/> Epinephrine Auto-injector		
a) Ensures systolic BP is at least 100 mm Hg.	a) Assesses breathing and listens to lung sounds.	a) Obtains the patient's auto injector.	1	
b) Ask if the patient is taking a phosphodiesterase inhibitor, commonly prescribed for erectile dysfunction. If so, contact medical control before administering nitroglycerin.	b) Directs the patient to exhale completely.	b) Checks medication for clarity.	1	
c) Places a tablet or sprays single dose under the tongue.	c) Places the mouthpiece of the inhaler into the patient's mouth between closed lips, depresses canister while the patient inhales deeply.	c) Removes safety cap from injector.	1	
d) Re-assesses BP.	d) Directs patient to hold breath for as long as comfortable.	d) Pushes injector firmly against lateral thigh and holds for 10 seconds.	1	
e) If pain persists administers 1 dose, every 3-5 minutes, to a maximum of 3 doses, if systolic BP remains above 100 mmHg.	e) Re-assesses patient's breathing and lung sounds.	e) Discards auto-injector in sharps container.	1	
	f) Administers up to maximum dose.		1	
Actual Time Ended: _____			Total:	14

Critical Criteria:

- ____ Failure to take or verbalize body substance isolation precautions.
- ____ Failure to ensure the prescribed medication is the patient's.
- ____ Failure to ensure patient is not allergic to medication.
- ____ Failure to give medication using the correct route of administration.
- ____ Failure to manage the patient as a competent EMT.
- ____ Exhibits unacceptable affect with patient or other personnel.
- ____ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

ADMINISTRATION OF NON-PRESCRIBED MEDICATION

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately determine and administer a non-prescribed medication.

EQUIPMENT: PPE (Gloves), simulated medication, stethoscope, BP cuff, patient or manikin.

COMPETENCY: The student will be able to correctly administer a non-prescribed medication to a patient.

REVISED DATE: August 2016

Actual Time Started: _____			Possible Points	Awarded Points
Verbalizes consideration of standard precautions and takes standard precautions when indicated.			1	
Assures the medication is indicated for the patient.			1	
Selects the appropriate medication.			1	
Contacts medical direction for authorization if administration is not covered in standing orders.			1	
Checks the medication for expiration date.			1	
Establishes that the patient is not allergic to the drug.			1	
Specific medications				
<input type="checkbox"/> Oral Glucose	<input type="checkbox"/> Activated Charcoal	<input type="checkbox"/> Aspirin		
a) Ensures the patient is alert enough to swallow.	a) Ensures the patient is alert enough to swallow.	a) Ensures the patient is alert enough to swallow.	1	
b) Administers the entire tube of glucose by placing the glucose on a tongue depressor and inserting it between the cheek and gum or by allowing the patient to squeeze the tube into his or her mouth.	b) Mixes one gram of activated charcoal per kilogram of body weight into water or other liquid if not pre-mixed.	b) Checks for contraindications.	1	
	c) Has the patient drink the activated charcoal suspension.	c) Has the patient chew 160 to 325 mg of aspirin.	1	
Re-assesses the patient for desired effect and possible side effects.			1	
Actual Time Ended: _____			Total:	10

Critical Criteria:

- ____ Failure to take or verbalize appropriate body substance isolation precautions.
- ____ Failure to ensure patient is not allergic to medication.
- ____ Failure to give medication using the correct route of administration.
- ____ Failure to identify the correct medication for the patient.
- ____ Failure to manage the patient as a competent EMT.
- ____ Exhibits unacceptable affect with patient or other personnel.
- ____ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

CARDIAC ARREST MANAGEMENT / AED

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately determine the need for and perform CPR and use an AED on a patient.

EQUIPMENT: PPE (Gloves), AED, CPR manikin

COMPETENCY: The student will be able to correctly perform CPR and use an AED on an apneic and pulseless patient.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Takes or verbalizes appropriate body substance isolation precautions.	1	
Determines the scene/situation is safe.	1	
Attempts to question bystanders about arrest events.	1	
Checks patient responsiveness.	1	
NOTE: The examiner must now inform the candidate, "The patient is unresponsive."		
Assesses patient for signs of breathing [observes the patient and determines the absence of breathing or abnormal breathing. (gaspings or agonal respirations)].	1	
NOTE: The examiner must now inform the candidate, "The patient is apneic," or, "The patient has gasping, agonal respirations."		
Checks carotid pulse. [no more than 10 seconds]	1	
NOTE: The examiner must now inform the candidate, "The patient is pulseless."		
Immediately begins chest compressions [adequate depth and rate; allows the chest to recoil completely]	1	
Requests additional EMS response if needed.	1	
Performs 2 minutes of high-quality, 1-rescuer adult CPR -Adequate depth and rate (1 point) -Correct compression-to-ventilation ratio (1 point) -Allows the chest to recoil completely (1 point) -Adequate volumes for each breath (1 point) -Minimal interruptions of less than 10 seconds throughout (1 point)	5	
NOTE: After 2 minutes (5 cycles), patient is assessed and second rescuer resumes compressions while candidate operates AED.		
Turns on power to AED.	1	
Follows prompts and correctly attaches AED to patient.	1	
Stops CPR and ensures all individuals are clear of the patient during rhythm analysis.	1	
Ensures that all individuals are clear of the patient and delivers shock from AED.	1	
Immediately directs rescuer to resume chest compressions.	1	
Actual Time Ended: _____	TOTAL:	18

Critical Criteria:

- ___ Failure to take or verbalize appropriate body substance isolation precautions.
- ___ Failure to immediately begin chest compressions as soon as pulselessness is confirmed.
- ___ Failure to demonstrate acceptable high-quality, 1-rescuer adult CPR.
- ___ Interrupts CPR for more than 10 seconds at any point.
- ___ Failure to correctly attach the AED to the patient.
- ___ Failure to operate the AED properly.
- ___ Failure to deliver shock in a timely manner.
- ___ Failure to assure that all individuals are clear of patient during rhythm analysis **and** before delivering shock [verbalizes "All clear" and observes].
- ___ Failure to immediately resume compressions after shock delivered.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

EMERGENCY CHILDBIRTH

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to correctly assist the mother in a spontaneous uncomplicated birth and provide appropriate postnatal care.

EQUIPMENT: PPE: (Eye Protection/Gloves); gown, OB manikin with neonate, OB kit (complete with towels, drapes, cord clamps or umbilical ties, scissors or scalpel, receiving blanket, bulb syringe, plastic bags, and OB pad), and one trained assistant.

COMPETENCY: The student will be presented with a patient in the second stage of labor. The student will demonstrate the proper delivery of the infant and appropriate care for the mother and infant.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Verbalizes consideration of standard precautions or takes standard precautions.	1	
Obtains and records the following information during patient history:		
<input type="checkbox"/> Due date? _____ <input type="checkbox"/> Are you expecting twins? <input type="checkbox"/> Last menstrual period? <input type="checkbox"/> Bleeding or discharge? <input type="checkbox"/> Has the bag of waters broken? [stained water?] <input type="checkbox"/> Having pain or contractions? How far apart? <input type="checkbox"/> How many times have you been pregnant? <input type="checkbox"/> How many times have and given birth? <input type="checkbox"/> Determined by healthcare pro.? Yes ___ No ___ <input type="checkbox"/> Drug use within 12 hours? <input type="checkbox"/> Any pregnancy complication? <input type="checkbox"/> How long are your contractions? How far apart? <input type="checkbox"/> Do you feel a need to push or move your bowels?	10	
Explains the necessity of examining the patient for crowning.	1	
Drapes the patient for examination; unless birth is imminent.	1	
Places patient in a position that facilitates ease of delivery.	1	
Observes for crowning or any presenting part.	1	
Places a hand on the infant's head to prevent explosive delivery.	1	
Inspects for umbilical cord wrapped around infant's neck. Slips cord over the head if found.	1	
Clears the infant's airway by wiping with a clean cloth. Suctions mouth and then nose with a bulb syringe only if obvious obstruction is observed. (Expels air from the bulb syringe prior to insertion.)	1	
Holds infant securely, supporting the head and body. Keeps infant level with vagina until cord is clamped.	1	
Stimulates infant by drying and wrapping in clean, dry, warm blanket as soon as possible.	1	
After 30 to 60 seconds, or after cord pulsation ceases; places clamps on the cord at approximately 7 inches and approximately 10 inches from the infant.	1	
Cuts the cord between the clamps with a sterile scalpel or scissors.	1	
Provides additional tactile stimulation if infant is blue, limp, or not breathing.	1	
Evaluates respirations, heart rate, and color:	1	
APGAR (Activity, Pulse, Grimace, Appearance, Respiration): 1 point for each item correctly assessed a. Activity: (muscle tone): Absent = 0 ; Arm and Legs Flexed = 1 ; Active Movement = 2 b. Pulse: Absent = 0 ; If HR is leaser than 100/min = 1 ; If HR is greater than 100/min = 2 c. Grimace: (irritability) No Response = 0 ; Grimace = 1 ; sneezing, coughing, moves = 2 d. Appearance: (skin color): Cyanotic, pale = 0 ; Normal trunk color = 1 ; Normal extremities = 2 e. Respirations: Apneic (absent) = 0 ; Slow or irregular = 1 ; Good Crying = 2	5	
Delivers the placenta without pulling the cord. Transports all placental tissue with the mother and baby.	1	
Massages the abdomen over the mother's uterus until it shrinks to a firm, hard consistency, or assists the mother with uterine massage. The mother should be encouraged to attempt to breastfeed at this time.	1	
Applies OB pad and instructs mother to hold her legs together. Provides assistance to the mother as needed.	1	
Records time of delivery and APGAR scores.	1	
Actual Time Ended: _____	Total:	36



Training and Recertification Skill Sheet

EMERGENCY CHILDBIRTH

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

Critical Criteria:

- ____ Failure to take or verbalize appropriate body substance isolation precautions.
- ____ Failure to attempt removal of umbilical cord from around infant's neck.
- ____ Cuts Cord in location not between clamps.
- ____ Failure to state evaluation of newborn (APGAR).
- ____ Failure to manage the patient as a competent EMT.
- ____ Exhibits unacceptable affect with patient or other personnel.
- ____ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

NEWBORN MANAGEMENT

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately assess and care for a newborn.

EQUIPMENT: PPE (Eye Protection, Gloves), bulb syringe, blanket, oxygen with regulator, non-rebreather mask, infant BVM, newborn manikin.

COMPETENCY: The student will be able to correctly assess and care for a newborn.

REVISED DATE: August 2016

	Possible Points	Awarded Points
Actual Time Started: _____		
Takes or verbalizes appropriate body substance isolation precautions.	1	
If needed, clears the infant's airway by wiping with a clean cloth. Suctions mouth and then nose with a bulb syringe only if obvious obstruction is observed. (Expels air from the bulb syringe prior to insertion.)	1	
Dries infant and wraps in clean, dry, warm blanket, ensuring that head is covered.	1	
If infant is blue, limp, or not breathing, provides additional tactile stimulation.	1	
Evaluates respirations, heart rate and color: <ul style="list-style-type: none"> a. If HR is greater than 100 and baby is pink, gives supportive care. b. If apneic or heart rate is less than 100, provides bag-valve-mask ventilations with room air at the rate of 30 breaths per minute. c. After one minute of ventilations, assesses heart rate. If heart rate is less than 60, provides chest compressions and bag-valve-mask ventilations. Give one breath after every three compressions. d. After all other measures, if signs of hypoxia present (cyanosis, flaccidity, lethargy, etc...) or if pulse oximetry indicates, administers supplemental oxygen by connecting oxygen to BVM. 	1	
For infants not requiring life support interventions, assesses an APGAR score at one minute and five minutes post-delivery, if possible	1	
Continues to maintain the infant's body temperature.	1	
Actual Time Ended: _____	Total:	7

Critical Criteria:

- ___ Failure to take or verbalize appropriate body substance isolation precautions.
- ___ Failure to correctly evaluate respirations, heart rate, and color.
- ___ Failure to perform appropriate resuscitative measures.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

BLEEDING CONTROL/SHOCK MANAGEMENT

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately control hemorrhage and treat for signs of shock.

EQUIPMENT: PPE (Eye Protection/Gloves), gauze, tourniquet, oxygen tank with regulator, non-rebreather mask, blanket.

COMPETENCY: The student will be able to correctly stop uncontrolled hemorrhage and treat for shock.

REVISED DATE: August 2016

	Possible Points	Awarded Points
Actual Time Started: _____		
Takes or verbalizes body substance isolation precautions	1	
Applies direct pressure to the wound	1	
NOTE: The examiner must now inform the candidate that the wound continues to bleed.		
Applies tourniquet	1	
NOTE: The examiner must now inform the candidate that the patient is exhibiting signs and symptoms of hypoperfusion.		
Properly positions the patient	1	
Administers high concentration oxygen	1	
Initiates steps to prevent heat loss from the patient	1	
Indicates the need for immediate transportation	1	
Actual Time Ended: _____	Total:	7

Critical Criteria:

- ___ Did not take or verbalize body substance isolation precautions
- ___ Did not apply high concentration of oxygen
- ___ Did not control hemorrhage using correct procedures in a timely manner
- ___ Did not indicate the need for immediate transportation
- ___ Failure to manage the patient as a competent EMT
- ___ Exhibits unacceptable affect with patient or other personnel
- ___ Uses or orders a dangerous or inappropriate intervention

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

CERVICAL IMMOBILIZATION

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to correctly size and apply a cervical immobilization device.

EQUIPMENT: PPE (gloves), assorted cervical collars or other cervical immobilization devices and associated equipment, scissors, patient, EMT/ETT trained assistant.

PERFORMANCE CRITERIA AND CONDITIONS: The student will be able to securely apply the correct size cervical collar while maintaining spinal alignment.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Takes or verbalizes appropriate body substance isolation precautions.	1	
Directs assistant to place and maintain patient's head in a neutral and in-line position.	1	
Explains the procedure to the patient.	1	
Selects or adjusts to the appropriate size a commercially-available cervical immobilization device according to the manufacturer's instructions.	1	
Ensures that no jewelry or clothing is between the immobilization device and the patient's skin.	1	
Immobilization device is applied and secured without excessive movement or compromise to the patient's airway or blood vessels of the neck.	1	
Maintains manual stabilization throughout procedure.	1	
Actual Time Ended: _____	Total: 7	

Critical Criteria:

- ___ Failure to take or verbalize appropriate body substance isolation precautions.
- ___ Failure to Direct assistant to place and maintain patients head in a neutral and in-line position.
- ___ Excessive movement of compromise to the patient's airway or blood vessels of the neck.
- ___ Failure to provide manual stabilization throughout procedure.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

SPINAL IMMOBILIZATION (SUPINE PATIENT)

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately assess and immobilize a patient with a possible spinal injury to an immobilization device.

EQUIPMENT: PPE (Eye Protection/Gloves), assorted cervical collars, back board with straps, padding, patient, EMT/ETT trained assistant.

COMPETENCY: The student will be able to correctly secure a patient with possible spinal injury to a backboard.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Points Awarded
Takes or verbalizes appropriate body substance isolation precautions.	1	
Directs assistant to place/maintain head in the neutral, in-line position.	1	
Directs assistant to maintain manual stabilization of the head.	1	
Assesses motor, sensory and circulatory function in each extremity.	1	
Applies appropriately sized cervical collar.	1	
Positions the immobilization device appropriately.	1	
Directs movement of the patient onto the device without compromising the integrity of the spine.	1	
Applies padding to voids between the torso and the device as necessary.	1	
Immobilizes the patient's torso to the device.	1	
Evaluates and pads behind the patient's head as necessary.	1	
Immobilizes the patient's head to the device.	1	
Secures the patient's legs to the device.	1	
Secures the patient's arms to the device.	1	
Reassesses motor, sensory and circulatory function in each extremity.	1	
Actual Time Ended: _____	Total:	14

Critical Criteria:

- ___ Failure to take or verbalize appropriate body substance isolation precautions.
- ___ Did not immediately direct or take manual stabilization of the head.
- ___ Did not properly apply appropriately sized cervical collar before ordering release of manual stabilization.
- ___ Released or ordered release of manual stabilization before it was maintained mechanically.
- ___ Manipulated or moved the patient excessively causing potential for spinal compromise.
- ___ Head immobilized to the device **before** device sufficiently secured to the torso.
- ___ Patient moves excessively up, down, left or right on the device.
- ___ Head immobilization allows for excessive movement.
- ___ Upon completion of immobilization, head is not in a neutral, in-line position.
- ___ Did not reassess motor, sensory and circulatory functions in each extremity after immobilizing patient to the device.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

SPINAL IMMOBILIZATION (SEATED PATIENT)

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately assess and secure a seated patient with a possible spinal injury to an immobilization device.

EQUIPMENT: PPE (Eye Protection/Gloves), assorted cervical collars, KED device with straps or other seated immobilization device, patient, EMT/ETT trained assistant.

COMPETENCY: The student will be able to correctly assess and secure a seated patient with possible spinal injury to an immobilization device.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Takes or verbalizes appropriate body substance isolation precautions.	1	
Directs assistant to place/maintain head in the neutral, in-line position .	1	
Directs assistant to maintain manual stabilization of the head.	1	
Assesses motor, sensory and circulatory functions in each extremity.	1	
Applies appropriately sized cervical collar.	1	
Positions the immobilization device behind the patient.	1	
Secures the device to the patient's torso.	1	
Evaluates torso fixation and adjusts as necessary.	1	
Evaluates and pads behind the patient's head as necessary.	1	
Secures the patient's head to the device.	1	
Verbalizes moving the patient to a long backboard.	1	
Reassesses motor, sensory and circulatory function in each extremity.	1	
Actual Time Ended: _____	Total: 12	

Critical Criteria:

- ___ Failure to take or verbalize appropriate body substance isolation precautions.
- ___ Did not immediately direct or take manual stabilization of the head.
- ___ Did not properly apply appropriately sized cervical collar before ordering release of manual stabilization.
- ___ Released or ordered release of manual stabilization before it was maintained mechanically.
- ___ Manipulated or moved patient excessively causing potential spinal compromise.
- ___ Head immobilized to the device before device sufficiently secured to the torso.
- ___ Device moves excessively up, down, left or right on the patient's torso.
- ___ Head immobilization allows for excessive movement.
- ___ Torso fixation inhibits chest rise, resulting in respiratory compromise.
- ___ Upon completion of immobilization, head is not in a neutral, in-line position.
- ___ Did not reassess motor, sensory and circulatory functions in each extremity after voicing immobilization to the long backboard.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

RAPID EXTRICATION

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to rapidly extricate a patient without excessive movement of the spine.

EQUIPMENT: PPE (Eye Protection/Gloves), assorted cervical collars, backboard with straps, patient, 3 or more EMT/ETT trained assistants.

COMPETENCY: The student will be able to correctly extricate a patient without excessive movement of the spine.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Takes or verbalizes appropriate body substance isolation precautions.	1	
Directs an assistant to maintain stabilization of the patient's head in a neutral, in-line position from behind the seat in which the patient is located.	1	
Explains the procedure to the patient. (If applicable)	1	
Correctly sizes and securely applies cervical collar.	1	
Stabilizes and supports the torso/spine.	1	
Directs another assistant to free the patient's legs from the pedals and move the legs together without moving the pelvis or spine.	1	
Using short, coordinated moves, the patient is rotated as a unit.	1	
Backboard or other device positioned under patient in manner that does not compromise spinal or pelvic alignment.	1	
Lowers the patient, with minimal moving or twisting of the spinal column, onto the extrication device.	1	
Maintains or transfers stabilization of the patient's head as the patient is pivoted. Maintains alignment and stabilization until the patient's head and cervical spine are secured to the backboard.	1	
Slides the patient fully onto the extrication device without compromising patient's spinal or pelvic alignment	1	
Safely moves patient away from vehicle.	1	
Secures the patient onto the backboard.	1	
Actual Time Ended: _____	Total: 13	

Critical Criteria:

- ___ Failure to take or verbalize appropriate body substance isolation precautions.
- ___ Failure to maintain stabilization of the patient's head in a neutral, in-line position from behind the seat in which the patient is located.
- ___ Correctly sizes and securely applies cervical collar.
- ___ Performs skill in a manner that is unsafe for patient or providers.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

JOINT IMMOBILIZATION

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately assess and immobilize an unstable extremity.

EQUIPMENT: PPE (Eye Protection/Gloves), splinting material, patient, EMT/ETT trained assistant(optional).

COMPETENCY: The student will be able to correctly assess and immobilize an unstable extremity.

REVISED DATE: August 2016

	Possible Points	Awarded Points
Actual Time Started: _____		
Takes or verbalizes appropriate body substance isolation precautions.	1	
explains the procedure to the patient.	1	
Removes jewelry from the injured extremity	1	
Assesses distal motor, sensory and circulatory functions in the injured extremity.	1	
NOTE: The examiner acknowledges, "Motor, sensory and circulatory functions are present and normal."		
Instructs the patient or assistant to hold the injured extremity in a position of comfort.	1	
Places the middle of the longest side of the triangular bandage under the hand with the ends over opposite shoulder.	1	
Ties the ends together behind the patients neck.	1	
Brings the remaining point of the triangular bandage around the elbow and secures with a safety pin or knot.	1	
Secures the entire injured arm to the body by wrapping with roller bandage or triangular bandages. The injured arm should be immobilized against the thorax.	1	
Places padding as indicated to improve patient comfort	1	
Reassesses distal motor, sensory and circulatory functions in the injured extremity	1	
NOTE: The examiner acknowledges, "Motor, sensory and circulatory functions are present and normal."		
Actual Time Ended: _____	Total: 11	

Critical Criteria:

- ___ Failure to take or verbalize appropriate body substance isolation precautions.
- ___ Did not immediately stabilize the extremity manually.
- ___ Grossly moves the injured extremity.
- ___ Did not immobilize the bone above and below the injury site.
- ___ Did not reassess distal motor, sensory and circulatory functions in the injured extremity before and after splinting.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

TRACTION SPLINTING

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately apply a traction splint to a patient's leg.

EQUIPMENT: PPE (Eye Protection/Gloves), traction splint device, backboard with straps (optional), EMT/ETT trained assistant, patient.

COMPETENCY: The student will be able to correctly apply a traction splint device to a patient's leg.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Takes or verbalizes appropriate body substance isolation precautions.	1	
Explains the procedure to the patient.	1	
Directs the assistant to stabilize the injured leg.	1	
Exposes the injured extremity.	1	
Removes shoe and sock on injured leg.	1	
Checks circulation, sensation, and motor function distal to the injury before moving leg or applying traction.	1	
Measures and adjusts the splint.	1	
Applies the proximal anchor.	1	
Applies ankle hitch or distal anchor.	1	
Applies traction to one of the following endpoints: <ul style="list-style-type: none"> • Reduction of angulation • Reduction of pain. 	1	
Secures the splint without applying pressure to the fracture site.	1	
Rechecks circulation, sensation, and motor function distal to the injury.	1	
Immobilizes the patient's hip joint to backboard or equivalent, if spinal precautions not already in place.	1	
Re-assesses traction during transport.	1	
Actual Time Ended: _____	Total:	14

Critical Criteria:

- ___ Failure to take or verbalize appropriate body substance isolation precautions.
- ___ Failure to check circulation, sensation, and motor function distal to the injury before moving leg or applying traction.
- ___ Failure to recheck circulation, sensation, and motor function distal to the injury.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

SAGER TRACTION SPLINTING

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately apply a sager traction splint to a patient's leg.

EQUIPMENT: PPE (Eye Protection/Gloves), sager traction splint, backboard with straps (optional), EMT/ETT trained assistant, patient.

COMPETENCY: The student will be able to correctly apply a sager traction splint device to a patient's leg.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Possible Points
Takes or verbalizes appropriate body substance isolation precautions.	1	
Explains the procedure to the patient.	1	
Directs the assistant to stabilize the injured leg.	1	
Exposes the injured extremity.	1	
Removes shoe and sock on injured leg.	1	
Checks circulation, sensation, and motor function distal to the injury before moving leg or applying traction.	1	
Places the splint between patient's legs, resting the cushion against the groin and applies the groin strap.	1	
Folds the pads on the ankle hitch as needed to fit the patient. Applies and secures under the foot.	1	
Extends the splint, providing approximately 10% of the patient's body weight in axial traction. (Max 15 pounds for single leg or 25 pounds bilateral).	1	
Applies leg straps; one 1 over the mid-thigh, one over the knee, and one over the lower leg	1	
Applies the foot strap or cravat around both feet to prevent rotation.	1	
Rechecks circulation, sensation, and motor function distal to the injury.	1	
Splints the fracture without excessive motion of the leg.	1	
Immobilizes the patient's hip joint to backboard or equivalent, if spinal precautions not already in place.	1	
Re-assesses traction during transport.	1	
Actual Time Ended: _____	Total: 15	

Critical Criteria:

- ___ Failure to take or verbalize appropriate body substance isolation precautions.
- ___ Failure to check circulation, sensation, and motor function distal to the injury before moving leg or applying traction.
- ___ Failure to recheck circulation, sensation, and motor function distal to the injury.
- ___ Splints the fracture without excessive motion of the leg.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

HARE TRACTION SPLINTING

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately apply a Hare traction splint to a patient's leg.

EQUIPMENT: PPE (Eye Protection/Gloves), Hare traction splint, backboard with straps (optional), EMT/ETT trained assistant, patient.

COMPETENCY: The student will be able to correctly apply to Hare traction splint to a patient's leg.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Takes or verbalizes appropriate body substance isolation precautions.	1	
Explains the procedure to the patient.	1	
Directs the assistant to stabilize the injured leg.	1	
Exposes the injured extremity.	1	
Removes shoe and sock on injured leg.	1	
Checks circulation, sensation, and motor function distal to the injury before moving leg or applying traction.	1	
Positions the splint parallel to the uninjured leg and adjusts the length to 10 inches beyond the foot.	1	
Spaces the straps to support the upper and lower leg.	1	
Applies the foot strap to the injured leg.	1	
While supporting the fracture site, directs the assistant to elevate the injured leg while maintaining continuous traction.	1	
Positions the splint under the injured leg with the top portion firmly against the ischium.	1	
Directs the assistant to lower the leg onto the device while maintaining traction.	1	
Secures the groin strap prior to application of mechanical traction.	1	
Attaches the foot strap rings to winch and twists knob to apply mechanical traction.	1	
Releases manual traction after the mechanical traction is applied.	1	
Secures the limb straps and mechanical traction device. Does not strap over the fracture site or knee.	1	
Rechecks circulation, sensation, and motor function distal to the injury.	1	
Splints the fracture without excessive motion of the leg.	1	
Immobilizes the patient's hip joint to backboard or equivalent, if spinal precautions not already in place.	1	
Re-assesses traction during transport.	1	
Actual Time Ended: _____	Total: 20	

Critical Criteria:

- ___ Failure to take or verbalize appropriate body substance isolation precautions.
- ___ Failure to check circulation, sensation, and motor function distal to the injury before moving leg or applying traction.
- ___ Failure to recheck circulation, sensation, and motor function distal to the injury.
- ___ Failure to splint the fracture without excessive motion of the leg.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

HARE COMPACT TRACTION SPLINTING

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately apply a Hare compact style traction splint to a patient's leg.

EQUIPMENT: PPE (Eye Protection/Gloves), Hare compact style traction splint, backboard with straps (optional), EMT/ETT trained assistant, patient.

COMPETENCY: The student will be able to correctly apply a Hare compact style traction splint to a patient's leg.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Takes or verbalizes appropriate body substance isolation precautions.	1	
Explains the procedure to the patient.	1	
Directs the assistant to stabilize the injured leg.	1	
Exposes the injured extremity.	1	
Removes shoe and sock on injured leg.	1	
Checks circulation, sensation, and motor function distal to the injury before moving leg or applying traction.	1	
Positions splint between patient's legs, resting the cushion against the groin. Extends splint 1-2 inches beyond end of the foot of the injured leg.	1	
Applies ankle strap around ankle with webbing on the inside between the ankle and the splint.	1	
Slides the longest and widest strap under both legs and secures snugly as close to the groin pad as possible.	1	
Applies traction by turning ratchet knob until: <ul style="list-style-type: none"> • reduction of angulation • reduction of pain • ratchet cannot be easily turned 	1	
Secures remaining straps, one over both knees and one over both ankles.	1	
Rechecks circulation, sensation, and motor function distal to the injury.	1	
Splints the fracture without excessive motion of the leg.	1	
Immobilizes the patient's hip joint to backboard or equivalent, if spinal precautions not already in place.	1	
Re-assesses traction during transport.	1	
Actual Time Ended: _____	Total:	15

Critical Criteria:

- ___ Failure to take or verbalize appropriate body substance isolation precautions.
- ___ Failure to check circulation, sensation, and motor function distal to the injury before moving leg or applying traction.
- ___ Failure to recheck circulation, sensation, and motor function distal to the injury.
- ___ Failure to splint the fracture without excessive motion of the leg.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

LONG BONE IMMOBILIZATION

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately immobilize a long bone.

EQUIPMENT: PPE (Eye Protection/Gloves), splinting material, patient.

COMPETENCY: The student will be able to correctly splint a long bone.

REVISED DATE: August 2016

	Possible Points	Awarded Points
Actual Time Started: _____		
Takes or verbalizes appropriate body substance isolation precautions.	1	
Explains the procedure to the patient.	1	
Directs application of manual stabilization of the injury.	1	
Exposes the injured extremity.	1	
Removes jewelry from injured extremity	1	
Assesses distal motor, sensory and circulatory functions in the injured extremity.	1	
NOTE: The examiner acknowledges, "Motor, sensory and circulatory functions are present and normal."		
If severe deformity is present, or extremity is cyanotic or pulseless, applies gentle traction to align bone.	1	
Selects an appropriate splint and applied padding if necessary.	1	
Immobilizes the joint above the injury site.	1	
Immobilizes the joint below the injury site.	1	
Secures the entire injured extremity.	1	
Immobilizes the hand/foot in the position of function.	1	
Reassesses distal motor, sensory and circulatory functions in the injured extremity.	1	
NOTE: The examiner acknowledges, "Motor, sensory and circulatory functions are present and normal."		
Actual Time Ended: _____	Total:	13

Critical Criteria:

- ___ Did not immediately stabilize the extremity manually.
- ___ Grossly moves the injured extremity.
- ___ Did not immobilize the joint above and the joint below the injury site.
- ___ Did not immobilize the hand or foot in a position of function.
- ___ Did not reassess distal motor, sensory and circulatory functions in the injured extremity before and after splinting.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

SUPRAGLOTTIC AIRWAY DEVICE

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to insert a supraglottic airway and ventilate an apneic patient.

EQUIPMENT: PPE (Eye Protection/Gloves), assorted OPAs, assorted supraglottic airways, BVM, oxygen tank with regulator and tubing, airway manikin, lube appropriate for the manikin, stethoscope, SpO2 monitor, colorimetric device, capnography, or EDD.

COMPETENCY: The student will be able to correctly insert a supraglottic airway and effectively ventilate an apneic patient.

REVISED DATE: August 2016

NOTE: If candidate elects to initially ventilate with BVM attached to reservoir and oxygen, full credit must be awarded for steps denoted by “****” so long as first ventilation is delivered within 30 seconds.

	Possible Points	Awarded Points
Actual Time Started: _____		
Takes or verbalizes body substance isolation precautions	1	
Opens the airway manually	1	
Elevates tongue, inserts simple adjunct [oropharyngeal or nasopharyngeal airway]	1	
NOTE: Examiner now informs candidate no gag reflex is present and patient accepts adjunct		
**Ventilates patient immediately with bag-valve-mask device unattached to oxygen	1	
**Ventilates patient with room air	1	
NOTE: Examiner now informs candidate that ventilation is being performed without difficulty and that pulse oximetry indicates the patient's blood oxygen saturation is 85%		
Attaches oxygen reservoir to bag-valve-mask device and connects to high-flow oxygen regulator [12 – 15 L/minute]	1	
Ventilates patient at a rate of 10 – 12/minute with appropriate volumes	1	
NOTE: After 30 seconds, examiner auscultates and reports breath sounds are present and equal bilaterally and medical direction has ordered insertion of a supraglottic airway. The examiner must now take over ventilation.		
Directs assistant to pre-oxygenate patient	1	
Checks/prepares supraglottic airway device	1	
Lubricates distal tip of the device [may be verbalized]	1	
NOTE: Examiner to remove OPA and move out of the way when candidate is prepared to insert device.		
Positions head properly	1	
Performs a tongue-jaw lift	1	
Inserts device to proper depth	1	
Secures device in patient [inflates cuffs with proper volumes and immediately removes syringe or secures strap]	1	
Ventilates patient and confirms proper ventilation [correct lumen and proper insertion depth] by auscultation bilaterally over lungs and over epigastrium	1	
Adjusts ventilation as necessary [ventilates through additional lumen or slightly withdraws tube until ventilation is optimized]	1	
Verifies proper tube placement by secondary confirmation such as capnography, capnometry, EDD or colorimetric device	1	
NOTE: The examiner must now ask the candidate, “How would you know if you are delivering appropriate volumes with each ventilation?”		
Secures device or confirms that the device remains properly secured	1	
Ventilates patient at proper rate and volume while observing capnography/capnometry and pulse oximeter	1	
Actual Time Ended: _____	Total:	19

Critical Criteria:

- ___ Failure to initiate ventilations within 30 seconds after taking body substance isolation precautions or interrupts ventilations for greater than 30 seconds at any time
- ___ Failure to take or verbalize body substance isolation precautions
- ___ Failure to voice and ultimately provide high oxygen concentration [at least 85%]
- ___ Failure to ventilate the patient at a rate of 10 – 12/minute
- ___ Failure to provide adequate volumes per breath [maximum 2 errors/minute permissible]
- ___ Failure to pre-oxygenate patient prior to insertion of the supraglottic airway device
- ___ Failure to insert the supraglottic airway device at a proper depth or location within 3 attempts
- ___ Failure to inflate cuffs properly and immediately remove the syringe
- ___ Failure to secure the strap (if present) prior to cuff inflation
- ___ Failure to confirm that patient is being ventilated properly (correct lumen and proper insertion depth) by auscultation bilaterally over lungs and over epigastrium
- ___ Insertion or use of any adjunct in a manner dangerous to the patient
- ___ Failure to manage the patient as a competent EMT
- ___ Exhibits unacceptable affect with patient or other personnel
- ___ Uses or orders a dangerous or inappropriate intervention

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

VENTILATORY MANAGEMENT - ADULT

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately assess and ventilate an apneic patient with ET insertion.

EQUIPMENT: PPE (Eye Protection/Gloves), assorted OPAs, assorted ET tubes, sterile water flush, suction device with soft tip, insertion handle and assorted Macintosh and Miller blades, syringe, BVM, SpO2 monitor, oxygen tank with regulator and tubing, airway manikin, stethoscope, colorimetric device, capnography, or EDD.

COMPETENCY: The student will be able to correctly assess and ventilate an apneic patient and properly insert and ET airway.

REVISED DATE: August 2016

NOTE: If candidate elects to ventilate initially with BVM attached to reservoir and oxygen, full credit must be awarded for steps denoted by “***” so long as first ventilation is delivered within 30 seconds.

	Possible Points	Awarded Points
Actual Time Started: _____		
Takes or verbalizes body substance isolation precautions	1	
Opens the airway manually	1	
Elevates tongue, inserts simple adjunct [oropharyngeal or nasopharyngeal airway]	1	
NOTE: Examiner now informs candidate no gag reflex is present and patient accepts adjunct		
**Ventilates patient immediately with bag-valve-mask device unattached to oxygen	1	
**Ventilates patient with room air	1	
NOTE: Examiner now informs candidate that ventilation is being performed without difficulty and that pulse oximetry indicates the		
Attaches oxygen reservoir to bag-valve-mask device and connects to oxygen regulator [12 – 15 L/minute]	1	
Ventilates patient at a rate of 10 – 12/minute with appropriate volumes	1	
NOTE: After 30 seconds, examiner auscultates and reports breath sounds are present, equal bilaterally and medical direction has		
Directs assistant to pre-oxygenate patient	1	
Identifies/selects proper equipment for intubation	1	
Checks equipment for: -Cuff leaks (1 point) -Laryngoscope operational with bulb tight (1 point)	2	
NOTE: Examiner to remove OPA and move out of the way when candidate is prepared to intubate		
Positions head properly	1	
Inserts blade while displacing tongue	1	
Elevates mandible with laryngoscope	1	
Introduces ET tube and advances to proper depth	1	
Inflates cuff to proper pressure and disconnects syringe	1	
Directs ventilation of patient	1	
Confirms proper placement by auscultation bilaterally over each lung and over epigastrium	1	
NOTE: Examiner to ask, “If you had proper placement, what should you expect to hear?”		
Secures ET tube [may be verbalized]	1	
NOTE: Examiner now asks candidate, “Please demonstrate one additional method of verifying proper tube placement in this		
Identifies/selects proper equipment	1	
Verbalizes findings and interpretations [checks end-tidal CO ₂ , colorimetric device, EDD recoil, etc.]	1	
NOTE: Examiner now states, “You see secretions in the tube and hear gurgling sounds with the patient’s exhalation.”		
Identifies/selects a flexible suction catheter	1	
Pre-oxygenates patient	1	
Marks maximum insertion length with thumb and forefinger	1	
Inserts catheter into the ET tube leaving catheter port open	1	
At proper insertion depth, covers catheter port and applies suction while withdrawing catheter	1	
Ventilates/directs ventilation of patient as catheter is flushed with sterile water	1	
Actual Time Ended: _____	Total:	27

Critical Criteria:

- ___ Failure to initiate ventilations within 30 seconds after applying gloves or interrupts ventilations for greater than 30 seconds at any time
- ___ Failure to take or verbalize body substance isolation precautions
- ___ Failure to voice and ultimately provide high oxygen concentrations [at least 85%]
- ___ Failure to ventilate patient at a rate of 10 – 12 / minute
- ___ Failure to provide adequate volumes per breath [maximum 2 errors/minute permissible]
- ___ Failure to pre-oxygenate patient prior to intubation and suctioning
- ___ Failure to successfully intubate within 3 attempts
- ___ Failure to disconnect syringe **immediately** after inflating cuff of ET tube
- ___ Uses teeth as a fulcrum
- ___ Failure to assure proper tube placement by auscultation bilaterally **and** over the epigastrium
- ___ If used, stylette extends beyond end of ET tube
- ___ Inserts any adjunct in a manner dangerous to the patient
- ___ Suctions patient excessively
- ___ Does not suction the patient



Training and Recertification Skill Sheet

VENTILATORY MANAGEMENT - ADULT

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

- ___ Failure to manage the patient as a competent EMT
- ___ Exhibits unacceptable affect with patient or other personnel
- ___ Uses or orders a dangerous or inappropriate intervention

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

INTRAVENOUS THERAPY

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately perform venipuncture and begin intravenous therapy. **NOTE:** There is a 6-minute time limit to establishing the IV. The IV must also be established within 3 attempts.

EQUIPMENT: PPE (Eye Protection/Gloves), IV fluid, assorted catheters, administration set, tape, tourniquet, SHARPS container, IV manikin, gauze, alcohol or iodine swabs.

COMPETENCY: The student will be able to correctly perform venipuncture and begin intravenous therapy.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Checks selected IV fluid for: -Proper fluid (1 point) -Clarity (1 point) -Expiration date (1 point)	3	
Selects appropriate catheter	1	
Selects proper administration set	1	
Connects IV tubing to the IV bag	1	
Prepares administration set [fills drip chamber and flushes tubing]	1	
Cuts or tears tape [at any time before venipuncture]	1	
Takes or verbalizes body substance isolation precautions [prior to venipuncture]	1	
Applies tourniquet	1	
Palpates suitable vein	1	
Cleanses site appropriately	1	
Performs venipuncture -Inserts stylet (1 point) -Notes or verbalizes flashback (1 point) -Occludes vein proximal to catheter (1 point) -Removes stylet (1 point) -Connects IV tubing to catheter (1 point)	5	
Disposes/verbalizes proper disposal of needle in proper container	1	
Releases tourniquet	1	
Runs IV for a brief period to assure patent line	1	
Secures catheter [tapes securely or verbalizes]	1	
Adjusts flow rate as appropriate	1	
Total:	22	

Actual Time Ended: _____

NOTE: Check here if candidate did not establish a patent IV within 3 attempts in 6 minutes. Do not evaluate the candidate in IV Bolus Medications.

Critical Criteria:

- ___ Failure to establish a patent and properly adjusted IV within 6-minute time limit.
- ___ Failure to take or verbalize appropriate body substance isolation precautions prior to performing venipuncture.
- ___ Contaminates equipment or site without appropriately correcting the situation.
- ___ Performs any improper technique resulting in the potential for uncontrolled hemorrhage, catheter shear, or air embolism.
- ___ Failure to successfully establish IV within 3 attempts during 6-minute time limit.
- ___ Failure to dispose/verbalize disposal of blood-contaminated sharps immediately in proper container at the point of use.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

INTRAVENOUS BOLUS MEDICATION

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately perform intravenous bolus medication therapy.

EQUIPMENT: PPE (Eye Protection/Gloves), IV bolus medication, SHARPS container, IV manikin, established IV with tubing and IV fluid, alcohol swab.

COMPETENCY: The student will be able to correctly administer IV bolus medications.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Asks patient for known allergies.	1	
Selects correct medication.	1	
Assures correct concentration of medication.	1	
Assembles prefilled syringe correctly and dispels air.	1	
Continues to take or verbalize body substance isolation precautions.	1	
Identifies and cleanses injection site closest to the patient [Y-port or hub].	1	
Reaffirms medication.	1	
Stops IV flow.	1	
Administers correct dose at proper push rate.	1	
Disposes/verbalizes proper disposal of syringe and needle in proper container.	1	
Turns IV on and adjusts drip rate to TKO/KVO.	1	
Verbalizes need to observe patient for desired effect and adverse side effects.	1	
Actual Time Ended: _____	Total: 12	

Critical Criteria:

- ___ Failure to continue to take or verbalize appropriate body substance isolation precautions.
- ___ Failure to begin administration of medication within 3-minute time limit.
- ___ Contaminates equipment or site without appropriately correcting the situation.
- ___ Failure to adequately dispel air resulting in potential for air embolism.
- ___ Injects improper medication or dosage [wrong medication, incorrect amount, or pushes at inappropriate rate].
- ___ Failure to turn-on IV after injecting medication.
- ___ Recaps needle or failure to dispose/verbalize disposal of syringe and other material in proper container.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

ADMINISTRATION OF SQ MEDICATIONS

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately administer SQ medications to a patient.

EQUIPMENT: PPE (Eye Protection/Gloves), medication for SQ administration, assorted gauge needles, 1mL syringes, manikin or patient, SHARPS container.

COMPETENCY: The student will be able to correctly administer a SQ medication to a patient.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Takes or verbalize body substance isolation precautions.	1	
Assures medication is indicated for the patient.	1	
Assembles necessary equipment.	1	
Determines patient is not allergic to medication.	1	
Checks medication for expiration date.	1	
Selects 25g 1/2" or 5/8" needle and 1 ml syringe.	1	
Identifies injection site.	1	
Cleanses puncture site using aseptic technique.	1	
Elevates SQ tissue by pinching skin.	1	
Inserts needle at 45 angle in one quick motion.	1	
Aspirates for blood return: <ul style="list-style-type: none"> • If no blood return; smoothly and gently injects medication. • If blood returns, withdraws needle, discards, and starts over at another site. 	1	
Withdraws needle and massages site.	1	
Disposes of all sharps in a sharps container.	1	
Re-assesses patient for desired effect and possible adverse effects.	1	
Actual Time Ended: _____	Total:	14

Critical Criteria:

- ___ Failure to take or verbalize body substance isolation precautions.
- ___ Failure to assure medication is indicated for the patient.
- ___ Failure to determine patient is not allergic to medication.
- ___ Failure to Aspirate for blood return.
- ___ Failure to dispose of all sharps in a sharps container.
- ___ Failure to re-assess patient for desired effect and possible adverse effects.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

ADMINISTRATION OF IM MEDICATIONS

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately administer an IM medication to a patient.

EQUIPMENT: PPE (Eye Protection/Gloves), medication for IM administration, assorted gauge needles, 1mL syringes, manikin or patient, SHARPS container.

COMPETENCY: The student will be able to correctly administer an IM medication to a patient.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Take or verbalize body substance isolation precautions.	1	
Assures medication is indicated for the patient.	1	
Assembles necessary equipment.	1	
Determines patient is not allergic to medication.	1	
Checks medication for expiration date.	1	
Selects 19-25g 1 ½" needle and up to 3 ml syringe.	1	
Identifies injection site.	1	
Cleanses puncture site using aseptic technique.	1	
Holds skin taut at injection site.	1	
Inserts needle at 90 angle in one quick motion.	1	
Aspirates for blood return: <ul style="list-style-type: none"> • If no blood return, smoothly and gently injects medication. • If blood returns, withdraws needle, discards, and starts over at another site. 	1	
Withdraws needle.	1	
Disposes of all sharps in a sharps container.	1	
Re-assesses patient for desired effect and possible adverse effects.	1	
Actual Time Ended: _____	Total: 14	

Critical Criteria:

- ____ Failure to take or verbalize body substance isolation precautions.
- ____ Failure to assure medication is indicated for the patient.
- ____ Failure to determine patient is not allergic to medication.
- ____ Failure to Disposes of all sharps in a sharps container.
- ____ Failure to re-assesses patient for desired effect and possible adverse effects.
- ____ Failure to manage the patient as a competent EMT.
- ____ Exhibits unacceptable affect with patient or other personnel.
- ____ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

ADMINISTRATION OF ET MEDICATIONS

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately administer a medication via ET tube.

EQUIPMENT: PPE (Eye Protection/Gloves), medication for ET tube administration, 10 mL syringe, 10 mL flush, intubated airway manikin, BVM, SHARPS container.

COMPETENCY: The student will be able to correctly administer a medication via ET tube to a patient.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Take or verbalize body substance isolation precautions.	1	
Assures medication is indicated for the patient.	1	
Assembles necessary equipment.	1	
Determines patient is not allergic to medication.	1	
Ensures proper tube placement and adequate oxygenation and ventilation.	1	
Prepares medication by selecting 2-2.5 times the IV dose and dilutes into 10 ml or prepares a 10 ml flush.	1	
Pre-oxygenates the patient.	1	
Removes BVM and injects medication into tube.	1	
Follows drug with flush if not diluted.	1	
Reattaches BVM.	1	
Resumes ventilation with several large breaths before returning to normal rate and resuming CPR.	1	
Disposes of all sharps in a sharps container.	1	
Re-assesses patient for desired effect and possible adverse effects.	1	
Actual Time Ended: _____	Total: 13	

Critical Criteria:

- ____ Failure to take or verbalize body substance isolation precautions.
- ____ Failure to assure medication is indicated for the patient.
- ____ Failure to determine patient is not allergic to medication.
- ____ Failure to adequately ventilate patient after administration of Medications.
- ____ Failure to dispose of all sharps in a sharps container.
- ____ Failure to re-assesses patient for desired effect and possible adverse effects.
- ____ Failure to manage the patient as a competent EMT.
- ____ Exhibits unacceptable affect with patient or other personnel.
- ____ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

DRAWING UP MEDICATIONS – PRELOAD SYRINGE

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately draw up a preload syringe medication.

EQUIPMENT: PPE (Eye Protection/Gloves), medication in preloaded syringe.

COMPETENCY: The student will be able to correctly draw up a medication in a preload syringe.

REVISED DATE: August 2016

	Possible Points	Awarded Points
Actual Start Time: _____		
Assembles necessary equipment.	1	
Checks medication for expiration date.	1	
Checks medication for clarity.	1	
Checks the name and concentration of the medication.	1	
Confirms the correct dose.	1	
Assembles prefilled syringe and expels air.	1	
Some preload systems require the needle cover be removed or the needle depressed before air can be expelled.	1	
Actual Time Ended: _____	Total:	
	8	

Critical Criteria:

- _____ Failure to check medication for expiration date.
- _____ Failure to check the name and concentration of the medication.
- _____ Failure to confirm the correct dose.
- _____ Failure to manage the patient as a competent EMT.
- _____ Exhibits unacceptable affect with patient or other personnel.
- _____ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

DRAWING UP MEDICATIONS – VIAL

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately draw up a medication from a vial.

EQUIPMENT: PPE (Eye Protection/Gloves), vial of medication, assorted gauge needles, syringe, SHARPS container.

COMPETENCY: The student will be able to correctly draw up a medication from a vial.

REVISED DATE: August 2016

	Possible Points	Awarded Points
Actual Time Started: _____		
Assembles necessary equipment.	1	
Checks medication for expiration date.	1	
Checks medication for clarity.	1	
Checks the name and concentration of the medication.	1	
Confirms the correct dose.	1	
Opens vial, maintaining sterility of the top or cleanses top with alcohol prep if vial already open.	1	
Uses syringe size that allows filling with more than the dose so that dose will be correct when air is expelled.	1	
Injects same amount of air into vial as fluid to be drawn out	1	
Draws up desired dose plus 10%.	1	
Expels air from syringe and sets to desired dose.	1	
Actual Time Ended: _____	Total:	10

Critical Criteria:

- _____ Failure to check medication for expiration date.
- _____ Failure to check the name and concentration of the medication.
- _____ Failure to confirm the correct dose.
- _____ Failure to manage the patient as a competent EMT.
- _____ Exhibits unacceptable affect with patient or other personnel.
- _____ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

DRAWING UP MEDICATIONS – AMPOULE

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately draw up a medication from an ampule.

EQUIPMENT: PPE (Eye Protection/Gloves), medication in ampule, syringe, filter straw, assorted needles, gauze or ampule tool, sharps container.

COMPETENCY: The student will be able to correctly draw up a medication from an ampule.

REVISED DATE: August 2016

	Possible Points	Awarded Points
Actual Time Started: _____		
Assembles necessary equipment.	1	
Checks medication for expiration date.	1	
Checks medication for clarity.	1	
Checks the name and concentration of the medication.	1	
Confirms the correct dose.	1	
Ensures all medication is at bottom of ampule.	1	
Wraps ampule in gauze or uses commercially-available ampule tool and breaks off top of ampule.	1	
Attaches a filter straw or filter needle to the syringe.	1	
EMTs may choose to flip ampule upside down.	1	
Draws up desired dose plus 10%.	1	
Removes filter needle and disposes of it in sharps container.	1	
Attaches appropriate needle or needleless adapter to syringe.	1	
Expels air from syringe and sets to desired dose.	1	
Actual Time Ended: _____	Total:	13

Critical Criteria:

- ____ Failure to check medication for expiration date.
- ____ Failure to check the name and concentration of the medication.
- ____ Failure to confirm the correct dose.
- ____ Failure to manage the patient as a competent EMT.
- ____ Exhibits unacceptable affect with patient or other personnel.
- ____ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

PEDIATRIC INTRAOSSEOUS INFUSION

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately insert an intraosseous needle, check for proper needle placement, stabilize the needle, and administer fluid.

EQUIPMENT: PPE (Eye Protection/Gloves), Intraosseous needle, IO manikin or other simulated pediatric tibia, gauze roller bandage, IV fluids, IV administration set, 10 ml syringe (or larger), E-Z IO device if available., sharps container

COMPETENCY: The student will be able to insert an intraosseous needle and begin intraosseous fluid therapy.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Takes or verbalizes body substance isolation precautions.	1	
Explains the procedure to the patient's parent or guardian, if present.	1	
Assembles equipment and fills syringe with appropriate fluid.	1	
Exposes and selects proper anatomical site for IO infusion (see manufacture's recommendations).	1	
Cleans IO site using aseptic technique.	1	
Inserts device at a 90o angle and away from epiphyseal plate.	1	
Insert the device: <ul style="list-style-type: none"> • Bone marrow aspiration needle penetrates the bone with firm pressure and a rotary ("screwdriver") motion. A "pop" and sudden lack of resistance signaling entry into the marrow cavity • Bone Injection Gun ® (BIG) E-Z IO ® 	1	
Manually stabilizes device.	1	
Removes stylet (if applicable) and places in sharps container.	1	
Attaches syringe and aspirates for marrow contents (if appropriate for device).	1	
Flushes the device and observes site for infiltration.	1	
Attaches IV administration set and administers proper fluid.	1	
Secures device.	1	
Checks administration rate and IO site for infiltration.	1	
Actual Time Ended: _____	Total:	14

Critical Criteria:

- ___ Failure to take or verbalize body substance isolation precautions.
- ___ Failure to expose and select proper anatomical site.
- ___ Failure to insert device at 90° angle and away from the epiphyseal plate.
- ___ Failure to remove stylet and place in sharps container.
- ___ Failure to flush device and observe for infiltration.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

ADULT INTRAOSSEOUS INFUSION

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to correctly insert an intraosseous needle, check for proper needle placement, stabilize the needle, and administer fluid.

EQUIPMENT: PPE (Eye Protection/Gloves), Intraosseous needle, IO manikin or other simulated pediatric tibia, gauze roller bandage, IV fluids, IV administration set, 10 ml syringe (or larger), E-Z IO device if available., sharps container

COMPETENCY: The student will be able to insert an IO in an adult and begin intraosseous therapies.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Takes or verbalizes body substance isolation precautions.	1	
Explains the procedure to the patient, if conscious.	1	
Assembles equipment and fills syringe with appropriate fluid.	1	
Exposes and selects proper anatomical site for IO infusion.	1	
Cleans IO site using aseptic technique.	1	
Inserts device at a 90 degree angle according to manufacturer's instructions.	1	
Manually stabilizes device.	1	
Removes sharp and places in sharps container.	1	
Attaches syringe according to manufacturer's instructions and aspirates bone marrow if indicated.	1	
Slowly pushes fluid and observes site for infiltration.	1	
Attaches IV administration set and administers proper fluid.	1	
Secures device.	1	
Checks administration rate and IO site for infiltration.	1	
Actual Time Ended: _____	Total:	14

Critical Criteria:

- ___ Failure to take or verbalize body substance isolation precautions.
- ___ Failure to expose and select proper anatomical site for infusion.
- ___ Failure to insert device at 90-degree angle according to manufacturer's instructions.
- ___ Failure to remove sharp and place in sharps container.
- ___ Failure to slowly push fluid and observe site for infiltration.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

DEFIBRILLATION USING A MANUAL DEFIBRILLATOR

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to recognize the need for electrical cardiac therapy and properly perform defibrillation on an unmonitored cardiac arrest patient.

EQUIPMENT: PPE (Eye Protection/Gloves), defibrillation manikin, monitor/defibrillator, conductive medium (if required), and dysrhythmia simulator CPR trained assistant.

COMPETENCY: The student will be able to correctly recognize the need for electrical cardiac therapy and preform defibrillation on an unmonitored cardiac arrest patient.

REVISED DATE: August 2016

Actual Time Started: _____

	Possible Points	Awarded Points
Takes or verbalizes body substance isolation precautions.	1	
Turns on monitor/defibrillator and selects paddles or pads lead.	1	
Perform skin preparation (drying chest, shaving chest, applying conductive medium, removing medication patches, etc. if necessary).	1	
Places pads or paddles correctly and demonstrates or verbalizes application of firm pressure if using paddles.	1	
Verbalizes identification of ventricular fibrillation or ventricular tachycardia on monitor.	1	
Sets appropriate defibrillator energy level.	1	
Charges defibrillator.	1	
Says "CLEAR" and visually checks that other rescuers are clear of patient.	1	
Delivers shock.	1	
Immediately directs assistants to resume CPR.	1	
Total:	10	

Actual Time Ended: _____

Critical Criteria:

- ___ Failure to take or verbalize body substance isolation precautions.
- ___ Failure to identify V-fib or V-Tach.
- ___ Failure to select appropriate defibrillator energy level.
- ___ Failure to "Clear" patient.
- ___ Failure to deliver Shock.
- ___ Failure to immediately direct assistants to resume CPR.
- ___ Failure to manage the patient as a competent EMT.
- ___ Exhibits unacceptable affect with patient or other personnel.
- ___ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

EMT-3 CARDIAC ARREST TREATMENT

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to adequately coordinate resuscitative measures for a patient in cardiac arrest, correctly identify a shockable rhythm, perform defibrillation, verbalize other appropriate interventions, and correctly state medications and dosages for given rhythm.

EQUIPMENT: PPE (Eye Protection/Gloves), defibrillation manikin, monitor/defibrillator, conductive medium (if required), dysrhythmia simulator, 2 CPR trained assistants, IV equipment and supplies, airway care equipment and supplies, and appropriate medications.

COMPETENCY: The student will be able to correctly coordinate and perform resuscitative measures for a patient in cardiac arrest.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Takes or verbalizes body substance isolation precautions.	1	
Checks for responsiveness and normal breathing.	1	
Checks for a pulse for no more than 10 seconds. If no pulse, directs assistants to start CPR.	1	
Applies paddles/attaches pads to patient.	1	
Stops CPR if needed to analyze rhythm.	1	
Recognizes shockable rhythm, charges defibrillator to manufacturers recommended energy level.	2	
States "CLEAR," and visually checks that other rescuers are clear of patient.	1	
Defibrillates patient at appropriate energy level. (360 J monophasic or appropriate biphasic setting) with minimal interruption of CPR.	1	
Immediately directs assistants to resume CPR for 5 cycles.	1	
Assesses the adequacy of compressions and ventilations; uses appropriate airway adjunct or device as needed.	1	
Obtains IV/IO access. <i>Epinephrine may either be given at this point.</i>	1	
Repeat steps 5 through 8 of rhythm evaluation and defibrillation if needed.	1	
Immediately directs assistants to resume CPR.	1	
Administers or directs administration of epinephrine 1:10,000 1 mg IV/IO while circulating medication with CPR, if not done already.	1	
Repeat steps 5 through 8 of rhythm evaluation and defibrillation if needed.	1	
Immediately directs assistants to resume CPR.	1	
Administers or directs administration of lidocaine 1 to 1.5 mg/kg IV/IO while circulating medication with CPR.	1	
Repeats epinephrine 1:10,000 1 mg every 3 – 5 minutes.	1	
Repeats lidocaine 0.5 – 0.75 mg/kg every 5 – 10 minutes up to a maximum of 3 mg/kg.	1	
Repeats defibrillations at appropriate intervals.	1	
Performs continuous CPR throughout with no breaks exceeding 10 seconds.	1	
Actual Time Ended: _____	Total: 22	

Critical Criteria:

- ___ Failure to complete any of the above
- ___ Failure to manage the patient as a competent EMT
- ___ Exhibits unacceptable affect with patient or other personnel
- ___ Uses or orders a dangerous or inappropriate intervention

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



Training and Recertification Skill Sheet

DYNAMIC CARDIOLOGY

Candidate: _____ Examiner: _____

Date: _____ Signature: _____

OBJECTIVE: The student will demonstrate the ability to coordinate and perform resuscitative measures in the patient with a potentially lethal dysrhythmia; including airway management, intravenous therapy, and administration of medications.

EQUIPMENT: PPE (Eye Protection/Gloves), defibrillation manikin, monitor/defibrillator, conductive medium, dysrhythmia generator, EMT/ETT trained assistants, IV equipment and supplies, ALS airway equipment, oxygen, BVM, and medications.

COMPETENCY: The student will be able to coordinate and perform resuscitative measures for a patient with a potentially lethal dysrhythmia.

REVISED DATE: August 2016

Actual Time Started: _____	Possible Points	Awarded Points
Takes or verbalizes body substance isolation precautions.	1	
Checks patient responsiveness.	1	
Checks ABCs [responsive patient] – or – checks breathing and pulse [unresponsive patient].	1	
Initiates CPR if appropriate [verbally].	1	
Attaches ECG monitor in a timely fashion [patches, pads, or paddles].	1	
Correctly interprets initial rhythm.	1	
Appropriately manages initial rhythm.	2	
Notes change in rhythm.	1	
Checks patient condition to include pulse and, if appropriate, BP.	1	
Correctly interprets second rhythm.	1	
Appropriately manages second rhythm.	2	
Notes change in rhythm.	1	
Checks patient condition to include pulse and, if appropriate, BP.	1	
Correctly interprets third rhythm.	1	
Appropriately manages third rhythm.	2	
Notes change in rhythm.	1	
Checks patient condition to include pulse and, if appropriate, BP.	1	
Correctly interprets fourth rhythm.	1	
Appropriately manages fourth rhythm.	2	
Orders high percentages of supplemental oxygen at proper times.	1	
Actual Time Ended: _____	Total:	24

Critical Criteria:

- ____ Failure to deliver first shock in a timely manner.
- ____ Failure to verify rhythm before delivering each shock.
- ____ Failure to ensure the safety of self and others [verbalizes “All clear” and observes].
- ____ Inability to deliver DC shock [does not use machine properly].
- ____ Failure to demonstrate acceptable shock sequence.
- ____ Failure to order initiation or resumption of CPR when appropriate.
- ____ Failure to order correct management of airway [ET when appropriate].
- ____ Failure to order administration of appropriate oxygen at proper time.
- ____ Failure to diagnose or treat 2 or more rhythms correctly.
- ____ Orders administration of an inappropriate drug or lethal dosage.
- ____ Failure to correctly diagnose or adequately treat v-fib, v-tach, or asystole.
- ____ Failure to manage the patient as a competent EMT.
- ____ Exhibits unacceptable affect with patient or other personnel.
- ____ Uses or orders a dangerous or inappropriate intervention.

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.

CATEGORIZED SKILL SHEETS

Emergency Medical Technician-1 Initial Training Program	
Required	Teaching/Optional
<ul style="list-style-type: none"> ▪ Assessment of Blood Pressure, Pulse, Respirations, and Skin ▪ Neurological Assessment ▪ Patient Assessment/Management – Trauma (EMT-1, II, and III) ▪ Patient Assessment/Management – Medical (EMT-1, II, and III) ▪ Oropharyngeal Airway Insertion - Adult ▪ Oropharyngeal Airway Insertion - Infant/Child ▪ Nasopharyngeal Airway Insertion ▪ Mouth to Mask ▪ BVM Ventilation of an Apneic Patient ▪ Oral Suctioning ▪ Oxygen Administration by Non-Rebreather Mask ▪ Bleeding Control/Shock Management ▪ Pneumatic Anti-Shock Garment - Adult ▪ Spinal Immobilization (Supine Patient) ▪ Spinal Immobilization (Seated Patient) ▪ Joint Immobilization ▪ Traction Splinting ▪ Long Bone Immobilization ▪ Emergency Childbirth ▪ Assisting with Prescribed Medication ▪ Administration of EMT-1 Non-Prescribed Medication ▪ Cervical Immobilization 	<ul style="list-style-type: none"> ▪ Rapid Extrication ▪ Newborn Management

Emergency Medical Technician-1 Refresher Training Programs	
Required	Teaching/Optional
<ul style="list-style-type: none"> ▪ Assessment of Blood Pressure, Pulse, Respirations, and Skin ▪ Patient Assessment/Management – Trauma (EMT-1, II, and III) ▪ Patient Assessment/Management – Medical (EMT-1, II, and III) ▪ Oropharyngeal Airway Insertion - Adult ▪ Oropharyngeal Airway Insertion - Infant/Child ▪ BVM Ventilation of an Apneic Patient ▪ Oral Suctioning ▪ Oxygen Administration by Non-Rebreather Mask ▪ Bleeding Control/Shock Management ▪ Spinal Immobilization (Supine Patient) ▪ Spinal Immobilization (Seated Patient) ▪ Traction Splinting 	<ul style="list-style-type: none"> ▪ Neurological Assessment ▪ Rapid Extrication ▪ Nasopharyngeal Airway Insertion ▪ Mouth to Mask ▪ Flow Restricted Oxygen Powered Ventilation Device ▪ Joint Immobilization ▪ Emergency Childbirth ▪ Newborn Management ▪ Administration of EMT-1 Non-Prescribed Medications ▪ Long Bone Immobilization ▪ Pneumatic Anti-Shock Garment – Adult ▪ Assisting with Prescribed Medications

Emergency Medical Technician-2 Initial Training Program

Required	Teaching/Optional
<ul style="list-style-type: none"> ▪ Patient Assessment/Management – Trauma ▪ Patient Assessment/Management – Medical ▪ Pediatric Intraosseous Infusion ▪ Adult Intraosseous Infusion ▪ Intravenous Therapy ▪ Administration of SQ, IM and ET Medications ▪ Drawing up Medications – Preload, Ampoule, Vial ▪ Ventilatory Management – Adult or Supraglottic Airway Device 	<ul style="list-style-type: none"> ▪ All EMT-1 Skills

Emergency Medical Technician-2 Refresher Training Programs

Required	Teaching/Optional
<ul style="list-style-type: none"> ▪ All EMT-1 Skills ▪ Intravenous (IV) Access ▪ Administration of IV Medications ▪ Ventilatory Management – Adult or Supraglottic Airway Device ▪ Pediatric Intraosseous Infusion ▪ Adult Intraosseous Infusion 	

Emergency Medical Technician-3 Initial Training Program

Required	Teaching/Optional
<ul style="list-style-type: none"> ▪ Defibrillation Using a Manual Defibrillator ▪ EMT-3 Cardiac Arrest Treatment ▪ Dynamic Cardiology ▪ Ventilatory Management – Adult or Supraglottic Airway Device 	<ul style="list-style-type: none"> ▪ All EMT-1 and EMT-2 skills

Emergency Medical Technician-3 Refresher Training Programs

Required	Teaching/Optional
<ul style="list-style-type: none"> ▪ EMT-3 Cardiac Arrest Treatment ▪ Dynamic Cardiology ▪ Ventilatory Management – Adult or Supraglottic Airway Device 	<ul style="list-style-type: none"> ▪ EMT-1 Skills ▪ EMT-2 Skills

SUGGESTION FORM

We want to keep these skill sheets as current, relevant, and useful as possible. If you have suggestions for improving the skill sheets, **please** let us know. Simply complete the form below and send it to:

State of Alaska Department of Health and Social Services
Division of Public Health
Section of Emergency Programs
EMS Unit
PO Box 110616
Juneau, AK 99811-0616

Make as many copies of this form as you need. Your comments will be forwarded to the State EMS Training Committee for review. We hope to revise the skill sheet packet at least annually.

Name:	Date:	Certification number, if applicable:
Version of Skill Sheets:		
Problem:		
Suggested Solution:		