



## Collector Checklist (ver. 1/20/2019)

**Name:**

**Email:**

**Crew:**

**Recommending Preceptor:**

\_\_\_\_ Completed Map Training Quiz

\_\_\_\_ Completed Elderly Abuse/Neglect Mandated Reporter Form, turned in to Membership Box

\_\_\_\_ Picture of Candidate

\_\_\_\_ Collected at least 10 General BLS Calls

\_\_\_\_ Collected at least 3 BLS calls with 12-lead ECGs performed

\_\_\_\_ Performed at least 3 ALS assist skills proficiently (IV access setups, Nebulizer setups, CPAP, other skills at ALS provider's discretion). Do not fill out an evaluation. ALS provider initial and date here: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_ Collected at least 1 Refusal

\_\_\_\_ Completed Spinal Immobilization Worksheet

\_\_\_\_ Completed 3 Required Immobilization Scenarios

\_\_\_\_ All Calls evaluated by a preceptor

\_\_\_\_ Calls organized in chronological order separated by type (BLS, 12-lead, Refusal, Immobilization Scenarios)

\_\_\_\_ Letter of Recommendation submitted by preceptor ([carsrescue.org/forms](http://carsrescue.org/forms))



# Probationary Member Performance Expectations:

## Attendance & Engagement

- Arrives at least 15 minutes before shift change.
- Has found a substitute at or above his/her level when not present.
- Notifies the crew captain of shift trades in advance.
- Attends monthly business meeting or files an alternate training form.
- Participates in standby activities as prescribed by agency policy.
- Maintains certifications necessary for provider level including Provider Certification, BLS, ACLS, PALS, and special rescue certifications

## Professional Demeanor

- Dressed appropriately for shift to include wearing CARS-issued polo and/or job shirt, navy pants, and black steel-toed boots. Boots are tied and pants covering them when on a call.
- Treats personnel from CARS and other agencies with respect.
- Treats patients and family members with respect, care, and concern.
- Respects confidentiality of patient data by securing call reports, shutting down ImageTrend, and avoiding discussing identifying patient information with members not involved in patient's care.

## Crew Duties

- Checks trucks prior to shift change and offers assistance to others with dinner and checks of last due truck(s) when finished.
- Assists crew members with chores and dinner.
- Handles duties without prompting from crew captain or preceptor.
- Demonstrates confidence in knowledge of equipment uses and locations on the unit.

## Crew Training

- Actively participates in crew training activities.
- Proactive communication with preceptor regarding completion of training checklist with expectation that tasks will be completed before due date.

**Release paperwork is due the Friday before the second Thursday each month. Items can be initialed by any released provider.**

Initial &  
Date

## **PAPERWORK**

- 1) Read the Probationary Member Manual \_\_\_\_\_
- 2) Subscribe to the CARS-ALL Mailing List \_\_\_\_\_
- 3) Affiliate VA EMT Certification with C-ARS \_\_\_\_\_
- 4) Sign Acknowledgement of Mandated Reporter Status. Place in Membership Box \_\_\_\_\_
- 5) Take EVOC if you have a valid driver's license. Candidates capable of taking EVOC cannot apply for release until certified  
<https://www.albemarle.org/departments.asp?department=fire&relpage=4785>  
<http://www.vavrs.com/Training/Registration>  
a) Date of Class: \_\_\_\_\_

## **OPERATIONAL**

- 1) Add **Important Phone Numbers for AICs** to contacts \_\_\_\_\_
- 2) Fax PPCRs to UVA and MJH with facesheet \_\_\_\_\_
- 3) Add refusals, ECGs, and other extra documents to ImageTrend PPCR (ImageTrend Account Request Form is on carsrescue.org/forms) \_\_\_\_\_
- 4) Portable 800Mhz radio and Ambulance radio \_\_\_\_\_
  - a) Candidate has a basic understanding of how to communicate on-the-air
  - b) Candidate is familiar with FRDispatch, FRResponse, UEMS, MJHED Tac Channels, and Event Channels
  - c) Candidate is familiar with Scanning capabilities
  - d) Candidate demonstrated changing and charging radio batteries
  - e) The Emergency Button
    - i) Candidate understands how to activate and disable emergency mode, and when it's appropriate to do so
- 5) Use Street Database Map book to navigate to calls \_\_\_\_\_
  - a) Gray box information
- 6) Use of Active 911 and GPS to navigate to calls (Active 911 Request Form is on carsrescue.org/forms) \_\_\_\_\_
  - a) Discuss frequent issues with GPS
- 7) Use County E-911 Map book (blue binder) to look up pertinent information \_\_\_\_\_

- 8) Know how to use Mobile Data Terminal (MDT) \_\_\_\_\_
  - a) Sign-in to VPN
  - b) Log-in to Fire Mobile
  - c) Know how to change unit status
  - d) Know how to review dispatch info, special call notes, and local area map

## **BLS SKILLS**

- 1) Philips MRx \_\_\_\_\_
  - a) Demonstrate use of pulse oximeter \_\_\_\_\_
    - i) Demonstrate use of oxcliq sensors
    - ii) Explain how to use plethysmograph to determine accuracy of pulse-ox readings
  - b) Utilize End-Tidal Capnography \_\_\_\_\_
    - i) State correct range of End-Tidal CO2
    - ii) Know when it's appropriate to use the nasal circuit versus the in-line circuit
    - iii) Know how to run oxygen through the nasal circuit
- 2) 12-lead ECG: \_\_\_\_\_
  - a) BLS 12-lead protocol \_\_\_\_\_
    - i) Review BLS acquisition protocol
    - ii) Review patient comorbidities
  - b) Electrode placement \_\_\_\_\_
    - i) Know correct landmarks
    - ii) Demonstrate placement on crew member or mannequin
  - c) Demonstrate acquiring 12-lead up to printing a slip \_\_\_\_\_
  - d) Demonstrate transmitting 12-lead to CARSTEST \_\_\_\_\_
  - e) Read **Taking a Legible 12-lead ECG** on [carsrescue.org/downloads](http://carsrescue.org/downloads) \_\_\_\_\_
- 3) Supraglottic Airways \_\_\_\_\_
  - a) Review **King Airway Guideline** and **King Airway Training Video** (Watch on 2x speed) on [carsrescue.org/downloads](http://carsrescue.org/downloads)
  - b) Get signed off on King Airway placement by an ALS provider

## **ALS ASSISTS**

- 1) IV Setup \_\_\_\_\_
  - a) Know indications for an ALS provider to place a saline lock and how to prime an extension set with a saline flush
  - b) Know indications for an ALS provider to administer fluid treatment and how to spike a saline bag and prime an administration set
- 2) Nebulizer Setup \_\_\_\_\_
  - a) Know possible indications for an ALS provider to administer a nebulizer treatment
  - b) Know how to administer a nebulizer treatment through the standard setup and a non-rebreather mask

- 3) Advanced Airway Kit \_\_\_\_\_
  - a) CPAP \_\_\_\_\_
    - i) Know indications and contraindications for an ALS provider to place a patient on CPAP
    - ii) Demonstrate setup and placement on patient
  - b) Surgical Crich Kit \_\_\_\_\_
    - i) Knows where to find the surgical crich kit
    - ii) Discuss indications for emergency cricothyrotomy
  
- 4) EZ-IO \_\_\_\_\_
  - a) Know where to find the EZ-IO kit
  - b) Discuss indications for an ALS provider to obtain IO placement and prep a saline lock
  
- 5) Cardiac Drug Box \_\_\_\_\_
  - a) Review **Basics of ALS Assistance** on [carsrescue.org/downloads](http://carsrescue.org/downloads)
  - b) Locate IV access supplies
  - c) Differentiate between the Macro 10/15 gtts administration set ("drip set") and the Micro 60 gtts administration set and know which one you grab first (in the absence of specific instructions)
  
- 6) Be familiar with BLS equipment in the PALS kit \_\_\_\_\_

**CARS BLS CLINICAL REFERENCE**

Review and discuss with released provider:

- 1) ABCs \_\_\_\_\_
- 2) Adding ALS to a Call \_\_\_\_\_
- 3) Calling Medical Control \_\_\_\_\_
- 4) Refusals \_\_\_\_\_
- 5) Communicable Diseases \_\_\_\_\_
- 6) Altered Mental Status \_\_\_\_\_
- 7) Strokes \_\_\_\_\_
- 8) Myocardial Infarctions (MIs) \_\_\_\_\_
- 9) Pregnancy \_\_\_\_\_
- 10) Labor \_\_\_\_\_
- 11) Pediatric Patients \_\_\_\_\_
- 12) Multi-System Trauma \_\_\_\_\_
- 13) Special Trauma Cases \_\_\_\_\_
- 14) Toxicology \_\_\_\_\_
- 15) Uncomplicated Delivery \_\_\_\_\_

## **SELECTED TJEMS GUIDELINES**

[tjems.org/2017-guidelines/](http://tjems.org/2017-guidelines/)

- 1) General: Universal Patient Care/Initial Patient Care \_\_\_\_\_
- 2) Injury: UVA EMS Adult Trauma Alert Criteria \_\_\_\_\_
- 3) Injury: Spinal Motion Restrictions \_\_\_\_\_
- 4) Injury: Sexual Assault \_\_\_\_\_
- 5) CPR and Manual Defibrillation \_\_\_\_\_
- 6) Emergency Custody Orders \_\_\_\_\_



## Spinal Immobilization Worksheet

	Full Spinal Immobilization	C-collar only	No immobilization
19-year-old gentleman crashed his 4-door sedan going 40 mph into the side of a Starbucks. Patient is standing on sidewalk complaining of severe arm pain.			
78-year-old patient had ground level fall at The Cedars nursing home. At baseline, patient is completely un-oriented. Arrived to find patient lying supine on ground, pillow behind her head.			
16-year-old patient was racing his friend through the woods on an ATV, was thrown from vehicle, and is now complaining that he cannot move his legs.			
26-year-old patient was struck in the head with a wrench. Sitting upright on bench complaining of face pain.			
2-year-old male fell from dining room table landing on head, per parents lost consciousness for "a few seconds". Now awake and behaving normally.			
6-year-old female fell 6 feet from a pole; crying upon palpation of neck and back			
84-year-old male had ground level fall after seizure; Eyes open, tracking movement, not speaking or following commands			
17-year-old patient chugged tequila and jumped off a roof; complaining of neck and rectal pain; only oriented to person			
106-year-old male has a ground level fall and complains of neck pain and nausea.			
45-year-old female has a ground level fall; complains of neck and back pain; bleeding from head and forearm; prone position			
16-year-old fall of a horse; wearing helmet, complains of neck pain and headache			
36-year-old male struck by car; walked to side of road and laid down; complained of severe pain in lower back.			
60-year-old obese female patient involved in MVC; self-extricated and walking around on scene; complaining of severe neck and back pain			

8-year-old male, sledding down a hill when he slipped under a police car and was backed over; collarbone fracture and abdominal pain (bruising on abdomen)			
78-year-old female fell down flight of steps, complaining of severe right hip pain and screams if moved at all.			
15-year-old male driving car in high-speed chase, went into tree head-on and ejected through windshield. Pt now in woods, screaming in pain, clearly intoxicated and yelling.			
27-year-old male performed backflip into pool and back-flopped. Lifeguards assisted and now sitting on edge of pool, complaining of neck and back pain.			
Approximately 40-year-old woman on CAT trolley, found altered, only A&O x2 lying on floor. Bystanders report that he slipped off seat and had what looked like a seizure.			
32-year-old male beaten with baseball bat, found on ground with GCS 2, 3, 3. Bloody foam coming from mouth and gurgling.			
47-year-old patient sitting upright in vehicle after MVC, denying any injuries. On palpation of spine, patient reports pain in lumbar vertebrae.			
Elderly male had unwitnessed fall at nursing home. Staff report that he has a history of dementia and is often combative; he is combative at the moment.			
45-year-old father dropped infant out of tree, roughly 15 feet. Father extremely worried about infant. Infant crying, moving all limbs appropriately.			
98-year-old female, fell out of bed, says she thinks she "blacked out". Awake and oriented. Now with no complaints			
18-month-old, fell down 20 steps; no LOC; parent holding child; no pain response when palpating neck or back			
22-year-old patient has multiple stab wounds to abdomen, hit in back with baseball bat. Patient cannot move his legs.			