



# Applicant Objectives and Tasks

(ver. 1/9/2020)

**NAME:**

## Applicant 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 uniform polo and/or job shirt, navy pants, and black 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

- Assists with truck checks, dinner, crew chores, and post-call cleanup at the hospital with increasingly limited prompting.
- Asks questions about equipment with which s/he is unfamiliar and/or the location of equipment on the unit.

### Crew Training

- Demonstrates increasingly active participation in crew training exercises.
- Proactive communication with AICs and crew captain regarding completion of training checklist with the expectation that tasks will be completed before the due date.

**\*\*Applicants pursuing driver-only status do not need to learn BLS Assessment Skills, ALS Assist Skills, or OP/NP insertion.**

Initial &  
Date

**DO THESE FIRST**

- 1) Watch the **HIPAA TV 2.0** video and taken the **post-test** at carsrescue.org/hipaa (Applicant cannot be placed on a unit until this has been done) \_\_\_\_\_
  
- 2) Applicant is familiar with the location and use of all PPE and safety equipment carried on CARS ambulances \_\_\_\_\_
  - a) Gloves, gowns, face shields, masks
  - b) Traffic vests
  - c) Seatbelt use
  
- 3) Applicant is familiar with Stryker cot mechanics \_\_\_\_\_
  - a) Applicant demonstrated raising and lowering cot to multiple levels both with a crew member on it and without
  - b) Applicant demonstrated removing and replacing the cot in the ambulance both with a crew member on it and without
  - c) Applicant understands the need to brace the cot when loading and unloading a patient
  - d) Applicant demonstrated raising the patient's torso and legs, lowering the side railings, lowering the back shelf, and applying the brake
  
- 4) Applicant demonstrated knowledge of dispatch toning system \_\_\_\_\_
  
- 5) Applicant understands turnout time and response time expectations \_\_\_\_\_
  
- 6) Applicant reviewed Applicant Performance Benchmarks/Expectations \_\_\_\_\_

**THE PAPERWORK**

- 1) Applicant is on the CARS-OBS-PROBIES Mailing List (Contact Probationary Member Coordinator - Membership Committee) \_\_\_\_\_
  
- 2) Applicant reviewed the agency's history on the www.carsrescue.org website \_\_\_\_\_
  
- 3) Applicant reviewed the agency's bylaws \_\_\_\_\_
  
- 4) Applicant reviewed the agency's SOGs on the www.carsrescue.org website \_\_\_\_\_

**SAFETY**

- 1) Applicant demonstrates situational awareness and understanding of scene safety considerations \_\_\_\_\_
  - a) Applicant understands when scene vests or highlighter jackets must be worn
  - b) Applicant discussed conditions where it would be appropriate to stage before entering a scene
  - c) Applicant discussed the need to recognize increasing hostility in patients and bystanders, the general concept of "de-escalation", and how to always maintain an exit path
  
- 2) Applicant is aware of safety regulations for securing equipment in patient compartment \_\_\_\_\_
  
- 3) Applicant reviewed "Safe Ambulance Backing Procedures" at carsrescue.org/downloads \_\_\_\_\_

**CERTS**

- 1) Applicant took "Introduction to Incident Command System" (IS-100.b), passed online exam, and attached certificate to this checklist (<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-100.b>) \_\_\_\_\_
  
- 2) Applicant took "ICS for Single Resources and Initial Action Incidents" (IS-200.b), passed exam, and attached certificate to this checklist (<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-200.b>) \_\_\_\_\_
  
- 3) Applicant took "National Incident Management System: An Introduction" (IS-700.a), passed exam, and attached certificate to this checklist (<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-700.a>) \_\_\_\_\_
  
- 4) Applicant took "National Response Framework, An Introduction" (IS-800.b), passed exam, and attached certificate to this checklist (<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-800.b>) \_\_\_\_\_
  
- 5) Applicant took course "WMD/Terrorism Awareness for Emergency Responders" (AWR160), passed exam, and attached certificate to this checklist (<http://www.teex.com/teex.cfm?area=teex&Division=ESTI&Course=AWR160&templateid=14&navdiv=ESTI&online=true>) \_\_\_\_\_

**AMBULANCE MAINTENANCE**

- 1) Applicant understands regulations regarding cleanliness and readiness for service of ambulance \_\_\_\_\_

- 2) Checking Ambulance Equipment \_\_\_\_\_
  - a) Applicant is familiar with the location, stocking, and use of equipment in the blue jump bag \_\_\_\_\_
  - b) Applicant is familiar with the location, stocking, and use of equipment in the oxygen caddy \_\_\_\_\_
  - c) Applicant is familiar with the location, stocking, and use of equipment in the LifePak 15 (Heart Monitor) \_\_\_\_\_
    - i) Applicant knows how to check the defibrillation output of the LifePak 15
    - ii) Applicant knows how to check and replace the batteries of the LifePak 15
    - iii) Applicant demonstrated unplugging and plugging in the monitor to the charging cable
  - d) Applicant is familiar with the equipment in the locked drug compartment including checking for expiration dates and intact seals \_\_\_\_\_
  - e) Applicant is familiar with the location, stocking, and use of equipment in all of the overhead compartments \_\_\_\_\_
  - f) Applicant is familiar with the location, stocking, and use of equipment under the bench seat \_\_\_\_\_
  - g) Applicant is familiar with the location, stocking, and use of equipment under the captain's chair \_\_\_\_\_
  - h) Applicant is familiar with the location, stocking, and use of equipment in the Miscellaneous compartment \_\_\_\_\_
  - i) Applicant is familiar with the location, stocking, and use of equipment in the outside compartments \_\_\_\_\_
- 3) Applicant demonstrated changing 'D' oxygen tank \_\_\_\_\_
- 4) Applicant demonstrated changing 'M' oxygen tank, including how to properly REVERSE THREAD securing straps (diagram in O2 compartment door) \_\_\_\_\_
- 5) Applicant has learned how to restock ambulances after each call \_\_\_\_\_
- 6) Applicant demonstrated decontamination of the truck at start of shift and after transporting a patient with contact isolation precautions \_\_\_\_\_

## **BLS ASSESSMENT SKILLS\*\***

- 1) Applicant practiced assessing vital signs on crew members

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  - a) Heart Rates

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    - i) Applicant practiced taking radial, brachial, carotid, apical, dorsal pedal, posterior tibial, and femoral (probably not on other crew members unless very friendly) pulses
    - ii) Applicant understands the difference between regularly-regular, regularly-irregular, and irregularly-irregular heart rhythms
    - iii) Applicant understands "normal" ranges for adult and pediatric patients and when and why patient might be out of those ranges
    - iv) Applicant understands correlation between systolic blood pressure and presence of pulses
  - b) Blood Pressures

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    - i) Applicant demonstrates proper arm position
    - ii) Applicant practiced using the cuff on the upper arm auscultating brachial pulse and cuff on lower arm auscultating radial pulse
    - iii) Applicant practiced using the cuff on the upper arm palpating radial pulse and cuff on lower arm palpating radial pulse
    - iv) Applicant understands potential to take blood pressure off of patient's legs
    - v) Applicant understands "normal" ranges and when and why patient might be out of those ranges
  - c) Pupillary Light Reflex

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    - i) Applicant properly demonstrated checking pupils for size, response, and accommodation
    - ii) Applicant understands "normal" response and why patient might not respond that way
  - d) Respiratory Rate

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    - i) Applicant understands "normal" ranges and when and why patient might be out of those ranges
  - e) Lung Sounds

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    - i) Applicant practiced auscultating lung sounds for upper and lower lung fields on anterior, axillary, and posterior sides
    - ii) Applicant understands "normal" findings and when and why patient might not have those findings
- 2) Applicant began taking vital signs on patients

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- 3) Applicant demonstrated use of Glucometer
  - a) Applicant understands "normal" ranges and when and why patient might be out of those ranges
  
- 4) Bleeding control \_\_\_\_\_
  - a) Applicant understands how direct pressure is applied and when it is appropriate to release
  - b) Applicant understands indications and contraindications for Celox hemostatic gauze and how it is applied
  - c) Applicant knows the indications for application of a combat tourniquet and demonstrated how one is placed
  
- 5) Applicant has learned how to enter call sheets into ImageTrend Elite \_\_\_\_\_
  - a) Applicant is familiar with CARS billing procedure

**GETTING TO CALLS**

- 1) Applicant has learned how to use Dayton's Map Books to navigate to calls \_\_\_\_\_
  
- 2) Applicant has learned how to use County E-911 Map Book to look up pertinent information \_\_\_\_\_
  
- 3) Applicant has learned how to use Active 911 \_\_\_\_\_
  
- 4) Applicant reviewed chase car operation including the role of chase cars, emergency light and siren operation, and how the opticom functions \_\_\_\_\_

**ALS ASSISTS\*\***

- 1) Applicant reviewed powerpoint on the "Basics of ALS Assistance" on [www.carsrescue.org](http://www.carsrescue.org) website \_\_\_\_\_
  
- 2) Applicant demonstrated proper 12-lead placement \_\_\_\_\_
  - a) Electrode placement
    - i) Applicant can correctly verbalize landmarks
    - ii) Applicant demonstrated placement on crew member or mannequin
  
- 3) IV Start Kits \_\_\_\_\_
  - a) Applicant is familiar with the equipment contained in the pink medication kits
  - b) Applicant knows the indications and contraindications for BLS medications in the pink medication kits

c) Applicant knows which medications are within their scope of practice without medical command, which medications can be given after taking the BLS medication class, and which medications are ALS only

3) IV Setup \_\_\_\_\_

- a) Applicant demonstrated priming an extension set using a 10cc saline flush
- b) Applicant demonstrated spiking and priming an administration set (drip set) using a saline bag
- c) Applicant is familiar with the other equipment necessary to obtain IV access in a patient

4) Nebulizer Setup \_\_\_\_\_

- a) Applicant demonstrated setting up a nebulizer
- b) Applicant demonstrated setting up a nebulizer through a non-rebreather mask

**CARDIAC ARREST**

1) CPR \_\_\_\_\_

- a) Applicant demonstrated continuous compressions on an adult and baby mannequin
- b) Applicant demonstrated proper single rescuer BVM technique
- c) Applicant understands how to use the LifePak 15 as an AED

2) Cardiac Arrest Skills \_\_\_\_\_

- a) Applicant demonstrated OP/NP insertion\*\*
- b) Applicant demonstrated proper two-person BVM technique
- c) Applicant knows how to smoothly swap compressors during continuous compressions
- d) Applicant understands how to function as code scribe

3) LUCAS 2 Auto compression device \_\_\_\_\_

- a) Applicant demonstrated placing and using LUCAS on CPR mannequin
- b) Applicant understands how to correctly reposition LUCAS on patient during use
- c) Applicant demonstrated placing LUCAS (remove battery) on heavy mannequin (tech rescue mannequin or any full body mannequin) while minimizing interruptions to compressions

**MOVING PATIENTS AROUND**

- 1) Applicant demonstrated use of scoop stretcher
  - a) Applicant can verbalize indications for use \_\_\_\_\_
  
- 2) Applicant demonstrated use of reeves stretcher
  - a) Applicant can verbalize indications for use \_\_\_\_\_
  
- 3) Applicant demonstrated use of KED
  - a) Applicant can verbalize indications and contraindications for use \_\_\_\_\_
  
- 4) Applicant demonstrated use of stair chair \_\_\_\_\_
  
- 5) Applicant demonstrated use of bariatric lift and has reviewed the powerpoint and video \_\_\_\_\_
  
- 6) Applicant demonstrated use of Pedi-mate+ and reviewed the training video \_\_\_\_\_

**IMMOBILIZATION**

- 1) Spinal Immobilization
  - a) Applicant demonstrated sizing and placing C-Collar on sitting and supine crew member \_\_\_\_\_
  - b) Applicant demonstrated fully immobilizing crew member to backboard
  - c) Applicant understands TJEMS backboard protocol and indications and contraindications for full and partial immobilization
  
- 2) Pedi-Immobilizer
  - a) Applicant demonstrated fully immobilizing Baby Anne mannequin or very small crew member to pedi-immobilizer \_\_\_\_\_
  - b) Applicant understands indications and contraindications for use
  
- 3) Extremity Immobilization
  - a) Applicant demonstrated using board splints to immobilize long bones of upper and lower extremities and joints of both extremities \_\_\_\_\_
  - b) Applicant demonstrated placing crew member in sling and swath
  - c) Applicant understands indications and contraindications for use
  
- 4) HARE Traction Splint
  - a) Applicant demonstrated placing splint on crew member \_\_\_\_\_
  - b) Applicant understands indications and contraindications for use



# Observer Call Worksheet

Check ALL THAT APPLY, fill-in blanks, and circle specifics if applicable.

Why was 911 called? \_\_\_\_\_

## **Safety:**

*Scene:*  Staged  Scene vests  Nobody left alone  Recognize increasing agitation & de-escalate  
*Provider safety:*  Gloves  Face shields  Crew seatbelted  Secured loose thing in back  Radio used  
*Patient safety:*  At least two people on cot at all times  Patient seatbelted

## **Neurological:**

*LOC:* A V P U *Orientation:*  person  place  time  event  responsive, not oriented  
*GCS:* Eyes: 1 2 3 4 Verbal: 1 2 3 4 5 Motor: 1 2 3 4 5 6  
*Pupils:*  PERRL  Dilated  Constricted  Unequal  Unresponsive to light  
*Vital Signs:* Last known normal time: \_\_\_\_\_ Blood glucose: \_\_\_\_\_  
*Affect:*  Calm  Agitated  Lethargic  Slow to respond  Inattentive  Labile (sudden changes)  
*Symptoms:*  Headache  Dizziness  Nausea  Weakness  Unilateral deficits  Vision changes

## **Airway:**

*Speech:*  Talking  Altered phonation (speaking)  Abnormal sound/stridor  Cannot make noise  
*Mentation:*  Alert enough to protect own airway  Decreased level of consciousness  
*Obstruction:*  Patient position closing airway  Secretions/blood  Vomiting  Trauma  Swelling  
*Interventions:*  Positioning  Adjunct: OPA, NPA, King Airway, Intubation  Suction

## **Breathing:**

*Vital Signs:* Respiratory Rate: \_\_\_\_\_ O<sub>2</sub> Saturation: \_\_\_\_\_ End Tidal CO<sub>2</sub>: \_\_\_\_\_  
*Speech:*  Speaking full sentences without pause  Short sentences/phrases  Single words  
*Work of breathing:*  Accessory muscle use  Deep  Shallow  Coughing with/without sputum  
*Breath sounds:*  Clear  Equal/unequal  Adventitious: wheezing, crackles, rhonchi  Diminished  
*Interventions:*  Positioning  Oxygen: \_\_\_\_\_ lpm  Ventilation  Nebulized medication  CPAP

## **Circulation:**

*Vital Signs:* Heart Rate \_\_\_\_\_ Regular: Y / N Radial pulse quality \_\_\_\_\_ Blood Pressure: \_\_\_\_\_  
*Skin:*  Appropriate color  Pale  Gray  Cyanotic  Warm  Cool  Dry  Moist  Diaphoretic  
*Bleeding:*  Location: \_\_\_\_\_ Severity: mild/moderate/severe  Suspicious for internal bleeding  
*Interventions:*  12-lead  Warmth  Bleeding control  Aspirin  CPR

## **Operations:** Transfer of care from first responder Directed bystanders Emergent transport

Requested additional resources: \_\_\_\_\_  Refusal of care discussed  Public service

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*How patient was moved to the ambulance (Reeves, scoop stretcher, etc):* \_\_\_\_\_

## **Sick or Not Sick?** <- what do you think? Choose one.

Threat to ABCs  Vital signs abnormal for context  Life-threatening differential  Declining condition  
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## **Breathing:**

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## **Circulation:**

*Vital Signs:* Heart Rate \_\_\_\_\_ Regular: Y / N Radial pulse quality \_\_\_\_\_ Blood Pressure: \_\_\_\_\_  
*Skin:*  Appropriate color  Pale  Gray  Cyanotic  Warm  Cool  Dry  Moist  Diaphoretic  
*Bleeding:*  Location: \_\_\_\_\_ Severity: mild/moderate/severe  Suspicious for internal bleeding  
*Interventions:*  12-lead  Warmth  Bleeding control  Aspirin  CPR

## **Operations:** Transfer of care from first responder Directed bystanders Emergent transport

Requested additional resources: \_\_\_\_\_  Refusal of care discussed  Public service

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*Bleeding:*  Location: \_\_\_\_\_ Severity: mild/moderate/severe  Suspicious for internal bleeding  
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## **Operations:** Transfer of care from first responder Directed bystanders Emergent transport

Requested additional resources: \_\_\_\_\_  Refusal of care discussed  Public service

Hospital notified 15 minutes prior to arrival  Hospital Alert: Sepsis, STEMI, Alpha, Beta, Stroke

*How patient was moved to the ambulance (Reeves, scoop stretcher, etc):* \_\_\_\_\_

## **Sick or Not Sick?** <- what do you think? Choose one.

Threat to ABCs  Vital signs abnormal for context  Life-threatening differential  Declining condition  
 Decreased mental status  Provider discretion (patient just looked terrible?)/Other

**At least one question you have about the call and asked somebody about:**

# Observer Call Worksheet

Check ALL THAT APPLY, fill-in blanks, and circle specifics if applicable.

Why was 911 called? \_\_\_\_\_

## **Safety:**

*Scene:*  Staged  Scene vests  Nobody left alone  Recognize increasing agitation & de-escalate  
*Provider safety:*  Gloves  Face shields  Crew seatbelted  Secured loose thing in back  Radio used  
*Patient safety:*  At least two people on cot at all times  Patient seatbelted

## **Neurological:**

*LOC:* A V P U *Orientation:*  person  place  time  event  responsive, not oriented  
*GCS:* Eyes: 1 2 3 4 Verbal: 1 2 3 4 5 Motor: 1 2 3 4 5 6  
*Pupils:*  PERRL  Dilated  Constricted  Unequal  Unresponsive to light  
*Vital Signs:* Last known normal time: \_\_\_\_\_ Blood glucose: \_\_\_\_\_  
*Affect:*  Calm  Agitated  Lethargic  Slow to respond  Inattentive  Labile (sudden changes)  
*Symptoms:*  Headache  Dizziness  Nausea  Weakness  Unilateral deficits  Vision changes

## **Airway:**

*Speech:*  Talking  Altered phonation (speaking)  Abnormal sound/stridor  Cannot make noise  
*Mentation:*  Alert enough to protect own airway  Decreased level of consciousness  
*Obstruction:*  Patient position closing airway  Secretions/blood  Vomiting  Trauma  Swelling  
*Interventions:*  Positioning  Adjunct: OPA, NPA, King Airway, Intubation  Suction

## **Breathing:**

*Vital Signs:* Respiratory Rate: \_\_\_\_\_ O<sub>2</sub> Saturation: \_\_\_\_\_ End Tidal CO<sub>2</sub>: \_\_\_\_\_  
*Speech:*  Speaking full sentences without pause  Short sentences/phrases  Single words  
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