



# Applicant Objectives and Tasks

ver. 8/26/2020

**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.

- **Each checklist item must be signed and dated by an AIC. Any released provider can sign any item, regardless of level.**
- When checklist is complete, scan and submit to [paperwork@rescue1.org](mailto:paperwork@rescue1.org)
- Driver-only applicants: do NOT need to complete checklist sections marked with \*

**Shift Tasks**

1) Demonstrate removing stretcher from your ambulance with tech rescue manikin on it, lowering, raising, moving a distance, and re-loading into ambulance before going on a call.

AIC Initials: Shift 1: \_\_\_\_ 2: \_\_\_\_ 3: \_\_\_\_ 4: \_\_\_\_ 5: \_\_\_\_ 6: \_\_\_\_ 7: \_\_\_\_ 8: \_\_\_\_

2)\* Practice taking one crew member’s vital signs. Wash your hands and clean equipment thoroughly after.

Shift	Heart rate	Pulse rhythm and quality	Blood pressure	Breath sounds	Respiratory rate	Skin color, temperature, moisture	Pupils	Blood glucose (x2 only)
1								XXXXX
2								XXXXX
3								XXXXX
4								XXXXX
5								XXXXX
6								XXXXX
7								
8								

3)\* Practice performing head-tilt-chin-lift and jaw thrust maneuvers and measuring and inserting oropharyngeal and nasopharyngeal airways.

AIC Initials: Shift 1: \_\_\_\_ 2: \_\_\_\_ 3: \_\_\_\_ 4: \_\_\_\_ 5: \_\_\_\_ 6: \_\_\_\_ 7: \_\_\_\_ 8: \_\_\_\_

4)\* Practice assisting ventilations with a BVM using both one- and two- person techniques.

AIC Initials: Shift 1: \_\_\_\_ 2: \_\_\_\_ 3: \_\_\_\_ 4: \_\_\_\_ 5: \_\_\_\_ 6: \_\_\_\_ 7: \_\_\_\_ 8: \_\_\_\_

5)\* Take a 12-lead ECG on a crew member. Be sure to clean monitor thoroughly.

AIC Initials: Shift 1: \_\_\_\_ 2: \_\_\_\_ 3: \_\_\_\_ 4: \_\_\_\_ 5: \_\_\_\_ 6: \_\_\_\_ 7: \_\_\_\_ 8: \_\_\_\_

6)\* Perform a Cincinnati and VAN Stroke scale on a crew member.

AIC Initials: Shift 1: \_\_\_\_ 2: \_\_\_\_ 3: \_\_\_\_ 4: \_\_\_\_ 5: \_\_\_\_ 6: \_\_\_\_ 7: \_\_\_\_ 8: \_\_\_\_

7) Perform COVID19 screening on a crew member.

AIC Initials: Shift 1: \_\_\_\_ 2: \_\_\_\_ 3: \_\_\_\_ 4: \_\_\_\_ 5: \_\_\_\_ 6: \_\_\_\_ 7: \_\_\_\_ 8: \_\_\_\_

8)\* Write a call sheet narrative about a call of your choice using the “Call Sheet Narrative Practice Form” found at <[carsrescue.org/downloads](http://carsrescue.org/downloads)>.

AIC Initials: Shift 1: \_\_\_\_ 2: \_\_\_\_ 3: \_\_\_\_ 4: \_\_\_\_ 5: \_\_\_\_ 6: \_\_\_\_ 7: \_\_\_\_ 8: \_\_\_\_

### **Check These First**

- \_\_\_\_\_ 1) Confirm applicant completed HIPAA training and post-test at [carsrescue.org/hipaa](http://carsrescue.org/hipaa)
- \_\_\_\_\_ 2) Applicant demonstrated knowledge of dispatch toning system and understands turnout time and response time expectations.
- \_\_\_\_\_ 3) Applicant is on the CARS-OBS-PROBIES Mailing List (Contact Probationary Member Coordinator - Membership Committee)
- \_\_\_\_\_ 4) Applicant reviewed Applicant Performance Benchmarks/Expectations
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### **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 familiar with infection control protocols.
- a) Demonstrated knowledge of the location of all PPE and safety equipment carried on CARS ambulances as well as indications for use and screening process
  - b) Reviewed and discussed *BLS Reference Guide: Communicable Diseases*
  - c) Applicant understands regulations regarding cleanliness and readiness for service of ambulance and knows current infection control decontamination protocols. Applicant demonstrated decontamination of the truck at start of shift and after transporting a patient with contact isolation precautions
- \_\_\_\_\_ 3) Applicant is aware of safety regulations for securing equipment in patient compartment
- \_\_\_\_\_ 4) Applicant reviewed "*Safe Ambulance Backing Procedures*" at [carsrescue.org/downloads](http://carsrescue.org/downloads)

### **Ambulance Equipment**

- \_\_\_\_\_ 1) Applicant is familiar with the location, stocking, and use of equipment in the blue jump bag and the Statpack
- \_\_\_\_\_ 2) Applicant is familiar with the location, stocking, and use of equipment in the oxygen caddy

\_\_\_\_\_ 3) Applicant is familiar with the location, stocking, and use of equipment in the LifePak 15 (Heart Monitor)

- a) Applicant knows how to check the defibrillation output of the LifePak 15
- b) Applicant knows how to check and replace the batteries of the LifePak 15
- c) Applicant demonstrated unplugging and plugging in the monitor to the charging cable

\_\_\_\_\_ 4) Applicant is familiar with the equipment in the locked drug compartment including checking for expiration dates and intact seals

\_\_\_\_\_ 5) Applicant is familiar with the location, stocking, and use of equipment in all of the overhead compartments

\_\_\_\_\_ 6) Applicant is familiar with the location, stocking, and use of equipment under the bench seat

\_\_\_\_\_ 7) Applicant is familiar with the location, stocking, and use of equipment under the captain's chair

\_\_\_\_\_ 8) Applicant is familiar with the location, stocking, and use of equipment in the Miscellaneous compartment

\_\_\_\_\_ 9) Applicant is familiar with the location, stocking, and use of equipment in the outside compartments

\_\_\_\_\_ 10) Applicant has learned how to restock ambulances after each call

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### **Vital Signs\***

\_\_\_\_\_ 1) Heart Rates

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

\_\_\_\_\_ 2) Blood Pressures

- a) Applicant demonstrates proper arm position
- b) Applicant practiced using the cuff on the upper arm auscultating brachial pulse and cuff on lower arm auscultating radial pulse
- c) Applicant practiced using the cuff on the upper arm palpating radial pulse and cuff on lower arm palpating radial pulse
- d) Applicant understands potential to take blood pressure off of patient's legs

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

\_\_\_\_\_ 3) Pupillary Light Reflex

- a) Applicant properly demonstrated checking pupils for size and response
- b) Applicant understands "normal" response and why patient might not respond that way

\_\_\_\_\_ 4) Respiratory Rate

- a) Applicant understands "normal" ranges and when and why patient might be out of those ranges

\_\_\_\_\_ 5) Lung Sounds

- a) Applicant practiced auscultating lung sounds for upper and lower lung fields on anterior, axillary, and posterior sides
- b) Applicant understands "normal" findings and when and why patient might not have those findings

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**Primary Assessment\***

\_\_\_\_\_ 1) Reviewed and discussed *TJEMS General: Universal Patient Care/Initial Patient Care*

\_\_\_\_\_ 2) Reviewed and discussed *BLS Reference Guide: ABCs*

**Heart Attacks and ECGs\***

\_\_\_\_\_ 1) Reviewed and discussed *TJEMS: 12-Lead Acquisition Criteria*

\_\_\_\_\_ 2) Reviewed and discussed *BLS Reference Guide: Myocardial Infarctions (MIs)*.

\_\_\_\_\_ 3) Applicant demonstrated proper 12-lead placement

- a) Applicant can correctly verbalize landmarks for electrode placement
- b) Reviewed "*Taking a Legible 12-Lead*" document.
- c) Knows how and when to transmit 12-Lead and speak to an attending

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**Altered Mental Status\***

\_\_\_\_\_ 1) Reviewed and discussed *BLS Reference Guide: Altered Mental Status*

\_\_\_\_\_ 2) Reviewed and discussed *BLS Reference Guide: Special AMS Cases*

\_\_\_\_\_ 3) Reviewed and discussed *BLS Reference Guide: Strokes*

\_\_\_\_\_ 4) Applicant understands when taking a blood glucose is appropriate.

- a) Applicant understands "normal" ranges and when and why patient might be out of those ranges

**BLS Medications\***

\_\_\_\_\_ 1) Applicant knows the dose, route, indications and contraindications for BLS medications and where to find them, including what is stocked in the plastic bags and what is found in the drug box

\_\_\_\_\_ 2) Applicant knows which medications are within their scope of practice without medical command and which medications can be given after taking the BLS medication class

**Refusals\***

\_\_\_\_\_ 1) Reviewed and discussed *BLS Reference Guide: Calling Medical Control*

\_\_\_\_\_ 2) Reviewed and discussed *BLS Reference Guide: Refusals*

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**Spinal Immobilization\***

\_\_\_\_\_ 1) Applicant demonstrated sizing and placing C-Collar on sitting and supine crew member

\_\_\_\_\_ 2) Applicant demonstrated fully immobilizing crew member to backboard

\_\_\_\_\_ 3) Applicant understands TJEMS backboard protocol and indications and contraindications for full and partial immobilization

\_\_\_\_\_ 4) Applicant demonstrated use of KED and understands indications and contraindications

\_\_\_\_\_ 5) 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

**Trauma\***

\_\_\_\_\_ 1) Reviewed and discussed *BLS Reference Guide: Multi-System Trauma*

\_\_\_\_\_ 2) Reviewed and discussed *UVA Adult Trauma Alert Criteria*

\_\_\_\_\_ 3) Reviewed and discussed *BLS Reference Guide: Special Trauma Cases*

\_\_\_\_\_ 4) Applicant understands indications for and demonstrates placing 3-sided occlusive dressing

\_\_\_\_\_ 5) Applicant understands how direct pressure is applied and when it is appropriate to release

\_\_\_\_\_ 6) Applicant understands indications and contraindications for Celox hemostatic gauze and how it is applied

\_\_\_\_\_ 7) Applicant knows the indications for application of a combat tourniquet and demonstrated how one is placed

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## **Cardiac Arrest**

\_\_\_\_\_ 1) Reviewed *TJEMS: Guideline on CPR and Manual Defibrillation* and most recent cardiac arrest considerations (COVID Cardiac Arrest Guidelines).

\_\_\_\_\_ 2) Practices sequence of checking a carotid pulse on an unresponsive patient, asking for additional resources, finding appropriate PPE, and starting continuous compressions on adult manikin.

\_\_\_\_\_ 3) Demonstrates application of LifePak 15 as an AED.

\_\_\_\_\_ 4) Practices swapping compressors during continuous compressions.

\_\_\_\_\_ 5) Demonstrates placing LUCAS device on manikin while minimizing interruption to compressions, correctly turning on LUCAS, and pausing LUCAS for rhythm check.

a) After, practice LUCAS placement (remove battery) using a heavy, limp manikin like the tech rescue manikin. Demonstrates repositioning LUCAS.

\_\_\_\_\_ 6) Demonstrates working as a code scribe and two-way communication.

\_\_\_\_\_ 7) Demonstrates compressions on an infant manikin. Understands and practices difference in CPR protocol for children, infants, and neonates.

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## **Moving Patients Around**

\_\_\_\_\_ 1) Applicant demonstrated use of scoop stretcher. Reviewed video.

a) Applicant can verbalize indications for use

\_\_\_\_\_ 2) Applicant demonstrated use of reeves stretcher and placing patient on it with z-fold. Reviewed video.

b) Applicant can verbalize indications for use

\_\_\_\_\_ 3) Applicant demonstrated use of stair chair with and without treads. Practiced moving stairchair with tech rescue manikin on it up and down a set of stairs.

\_\_\_\_\_ 4) Applicant demonstrated use of Pedi-mate+ and reviewed the training video

\_\_\_\_\_ 5) Extremity Immobilization

c) Applicant demonstrated using cardboard splints and pillow to immobilize long bones of upper and lower extremities and joints of both extremities

d) Applicant demonstrated placing crew member in sling and swath

e) Applicant understands indications and contraindications for use



- \_\_\_\_\_ 6) HARE Traction Splint
- a) Applicant demonstrated placing splint on crew member
  - b) Applicant understands indications and contraindications for use
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### **Portable 800Mhz radio and Ambulance Radio**

- \_\_\_\_\_ 1) Applicant has a basic understanding of how to communicate on-the-air
- a) Applicant is familiar with FRDispatch, FRResponse, UEMS, MJHED, Tac Channels, and Event Channels
  - b) Applicant is familiar with Scanning capabilities
  - c) Applicant demonstrated changing and charging radio batteries
  - d) The Emergency Button: Candidate understands how to activate and disable emergency mode, and when it's appropriate to do so

### **Paperwork**

- \_\_\_\_\_ 1) 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, how to turn off emergency lights, how to retrieve equipment from locked trunk, where to park at each hospital, and how to turn on windshield wipers and headlights

### **C.A.R.S.**

- \_\_\_\_\_ 1) Applicant reviewed the agency's history on the [www.carsrescue.org](http://www.carsrescue.org) website
- \_\_\_\_\_ 2) Applicant reviewed the agency's bylaws
- \_\_\_\_\_ 3) Applicant reviewed the agency's SOGs on the [www.carsrescue.org](http://www.carsrescue.org) website

### **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>)

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**\*There will be a multiple-choice exam based on the BLS Clinical Reference that must be passed before moving on to collecting.**

Sections:

- ABCs
- Calling Medical Control
- Refusals
- Communicable Diseases
- Altered Mental Status
- Special AMS Cases
- Strokes
- Myocardial Infarction (MI)
- Multi-System Trauma
- Special Trauma Cases
- TJEMS Universal Patient Care, UVA Adult Trauma Alert Criteria, Spinal Motion Restrictions, and CPR and Manual Defibrillation