



Collector Checklist v8.26.2020

Name:
Email:
Crew:
Recommending Preceptor:

Collectors must have this checklist complete and apply for release after 4 months. A 5th collecting month may be granted after CRAT review but is not guaranteed.

- ___ Affiliate VA EMT Certification with C-ARS (search for “VAOEMS Portal”)
 - ___ Complete **Elderly Abuse/Neglect Mandated Reporter Form** (carsrescue.org/downloads)
 - ___ Read the **CARS Infection Control Plan** (carsrescue.org/downloads)
 - ___ Completed **Collector Contact List** (attached)
 - ___ Sign up for EVOC if holding driver’s license for >2 years. (See **Find an EVOC Class** on carsrescue.org/downloads). Date of Class: _____
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- ___ 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 (ALS provider’s discretion). Do not fill out an evaluation. ALS provider initial and date here: _____ / _____ / _____
- ___ Collected at least 1 Refusal
- ___ Completed **2 Immobilization Scenarios** and **Spinal Immobilization Worksheet** (attached)
- ___ All Calls evaluated by a preceptor
- ___ Calls in chronological order by type (BLS, 12-lead, Refusal, Immobilization Scenarios)
- ___ Letter of Recommendation submitted by preceptor (carsrescue.org/forms)
- ___ This checklist must be completed, scanned, and emailed to paperwork@rescue1.org

- **BLS Release Scenario** (cars-all sent every month about signing up for a time)
- **BLS Release Cognitive Exam** (Based on Clinical Reference. Taken on scenario day)



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 6 hours of standby activities per fiscal year (July-June).
- 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 and face sheets, 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.**

OPERATIONAL

- _____ 1) Add **Important Phone Numbers for AICs** to contacts (carsrescue.org/downloads)
- _____ 2) Complete collector contact list
- _____ 2) Fax PPCRs to UVA and MJH from computer
- _____ 3) Add refusals and other extra documents to ImageTrend PPCR (ImageTrend Account Request Form is on carsrescue.org/forms)
- _____ 4) 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
- _____ 5) Applicant demonstrates how to change a "D" oxygen tank cylinder
 - a) State the minimum PSI for a "D" oxygen tank
- _____ 6) Applicant demonstrates how to change a "M" oxygen tank cylinder
 - a) State the minimum PSI for a "M" oxygen tank

BLS SKILLS

- _____ 1) LifePak 15
 - 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) Demonstrate use of both in-line and nasal circuits
 - iv) Know how to run oxygen through the nasal circuit
 - c) Adding Events
 - i) Demonstrate adding events using the LifePak
 - ii) Understand the types of events and how this feature can help with documentation
- _____ 2) 12-lead ECG:
 - a) BLS 12-lead protocol
 - i) Review BLS acquisition protocol
 - b) Demonstrate acquiring 12-lead up to printing a slip
 - c) Demonstrate transmitting and downloading a 12-lead to ImageTrend
- _____ 3) Supraglottic Airways
 - a) Review **King Airway Guideline** and **King Airway Training Video** (Watch on 2x speed) on carsrescue.org/downloads
 - b) Get signed off on King Airway placement by an ALS provider

- _____ 4) Backboarding
 - a) Review **Backboarding Patient Directly from a Vehicle** on carsrescue.org/downloads

ALS ASSISTS

- _____ 1) IV Setup
 - a) Know indications for 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 indications for ALS provider to administer 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 Cric Kit
 - i) Knows where to find the surgical cric 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
 - 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) Reviewed and discussed *BLS Reference Guide: Adding ALS to a call*

- _____ 7) Be familiar with BLS equipment in the PALS kit

Clinical Reference Materials

- _____ 1) Reviewed and discussed *BLS Reference Guide: Pediatric patients*
- _____ 2) Reviewed and discussed *BLS Reference Guide: Pregnancy*
- _____ 3) Reviewed and discussed *BLS Reference Guide: Labor*
 - a) Review Uncomplicated Delivery
- _____ 4) Reviewed and discussed *BLS Reference Guide: Toxicology*
- _____ 5) Reviewed and discussed *TJEMS: Sexual Assault*
- _____ 6) Reviewed and discussed *TJEMS: Emergency Custody Order*



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 the sidewalk complaining of severe arm pain.			
78-year-old patient had a ground level fall at The Cedars nursing home. At baseline, the patient is completely un-oriented. Arrived to find the patient lying supine on the ground, pillow behind her head.			
16-year-old patient was racing his friend through the woods on an ATV, was thrown from the 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 the 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 man; 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 off a horse; neck pain and headache			
36-year-old male struck by car; walked to sidewalk and laid down; complained of severe pain in his 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 a flight of steps, complaining of severe right hip pain and screams if moved at all.			
15-year-old male driving a car in a high-speed chase, went into a tree head-on and ejected through the windshield. Pt now in the woods, screaming in pain, clearly intoxicated and yelling.			
27-year-old male performed a backflip into the pool and back-flopped. Lifeguards assisted and now sitting on the edge of the 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 a 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 the spine, the patient reports pain in lumbar vertebrae.			
Elderly male had an unwitnessed fall at a 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 the infant out of the tree, roughly 15 feet. Father extremely worried about the 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 the abdomen, hit in the back with a baseball bat. Patient cannot move his legs.			



Collector Contact List (ver. 9/01/2019)

1. Your captain is your first point of contact if you have any issues while on duty. The captain is responsible for their crew and ensures calls are covered and training and chores are completed.

Captain _____ Phone # _____ Email _____

2. **Special Incident Reports (SIRs)** are how issues occurring during calls or problems with other CARS members are reported. SIRs should be discussed with your captain. If there is a problem you don't want to share with your captain, you can turn in an SIR and it will be kept private. Where on the CARS website can you fill out an SIR?

carsrescue.org/ _____

3. Another form, found in the same place as SIRs, is used to report damage or issues with an ambulance or other apparatus. This is called an _____ Report
4. When things are out of stock in the supply room or when equipment is broken, contact the Supply Officer.

Supply Officer _____ Email _____

5. The heart monitors and Pediatric ALS (PALS) kits are overseen by a different person than the Supply Officer. This person should be contacted if there's a problem with a heart monitor or whenever a PALS kit is opened and needs to be restocked.

Name _____ Email _____

6. Committees:
 - a. The Membership Committee handles staffing, recruitment, ride-alongs, and personnel issues. Their email is _____@rescue1.org
 - b. The Clinical Review and Training committee (CRAT) is responsible for clinical oversight of the agency and determines provider release to practice. Their email is _____@rescue1.org
 - c. The House Committee takes care of the building and supplies and should be notified when things are broken or missing. Email _____@rescue1.org

- d. The Technology Committee oversees the electronics in the building and should be notified when things are broken. Email _____@rescue1.org

7. People:

- a. The Chief is the operational leader of CARS.
Name _____ Email _____
- b. The President is the administrative director of CARS and chairs the Board of Directors.
Name _____ Email _____
- c. The Assistant Chief oversees day to day operations of the agency.
Name _____ Email _____
- d. The Training Officer chairs CRAT.
Name _____ Email _____
- e. CARS has two Operating Medical Directors Dr. _____ and Dr. _____.
It is their licenses that you practice under as an EMS provider.
- f. CARS also has a Wellness Officer who can be contacted to help facilitate debriefing after traumatic calls, for physical and mental support, and to help provide resources to support provider wellness.
Name _____ Phone # _____ Email _____