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Emergency First Response® (EFR®) Primary and Secondary Care Instructor Guide

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Produced by DSAT (Diving Science and Technology Corp.) for Emergency First Response Corp.

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Quality Management

The Emergency First Response organization's success comes from many factors not the least of which is the professionalism and excellence demonstrated by EFR Instructors and Trainers. When you become an Emergency First Response Instructor, you agree to abide by standards and procedures described in EFR instructor guides for the EFR courses you teach. In this way, EFR courses have common consistency throughout the world.

Everyone benefits when you use the educational system as intended and when you comply with the standards within it: Students receive thorough training; instructors enhance their courses by using a tested educational system; and the EFR organization's reputation for quality remains intact. EFR Offices throughout the world provide you education, guidance and counseling regarding your use of the Emergency First Response system of education.

EFR monitors courses for quality control by sending course evaluation questionnaires to students. These surveys ask participants specific questions about their training and how they were instructed. When survey participants provide answers that indicate possible noncompliance with EFR Standards, the EFR Office follows up with the instructor. The Quality Management Committee at Emergency First Response is committed to excellence and handles all such issues using standardized procedures that are based on equal application. The process is proactive and helps to ensure that all instructors understand their responsibility to adhere to EFR standards and procedures. When there is a problem in this area, EFR will make every effort to reorient the instructor to standards and get the instructor back on track. In rare instances an instructor may be required to retrain; or, when the seriousness of a situation justifies it, the instructor may no longer be eligible to teach EFR courses.

Code of Practice

Along with the benefits they receive, Emergency First Response® Instructors take on the responsibility to conduct themselves appropriately as professionals. The following ethical requirements define how EFR® Instructors are expected to interact with EFR, other EFR Instructors and the EFR community in general.

As an EFR Instructor, you agree to:

- 1. Abide by the requirements and intent of EFR Standards and procedures as published in the *EFR Instructor Manual*, *The Responder* and other updates while conducting EFR courses and programs.**
- 2. Conduct yourself and your EFR-related activities in a professional manner.**
- 3. Represent yourself as an EFR Instructor only when you are in Teaching status.**
- 4. Not disparage the EFR organization, EFR Instructors or any other industry professionals.**
- 5. Exhibit common honesty in your EFR-related activities.**
- 6. Cooperate during official EFR investigations by responding fully and promptly to inquiries.**

7. **Accept that a criminal conviction involving abuse of a minor either during or prior to becoming an EFR Instructor is grounds for denial or termination of your instructor status.**
8. **Accept that a criminal conviction involving sexual abuse of an adult either during or prior to becoming an EFR Instructor is grounds for denial or termination of your instructor status.**
9. **Follow a strict code of conduct and abide by the requirements and intent of the Youth Leader's Commitment whenever teaching or supervising children.**

Youth Leader's Commitment

1. **Look after the children's health, safety and welfare.**
2. **Ensure appropriate supervision during all instructional activities.**
3. **Whenever possible, meet the children's parents or guardians and share program goals and objectives.**
4. **Strive to keep parents or guardians involved and informed through verbal reports and updates as often as possible.**
5. **Treat children, parents or guardians with respect regardless of age, race, gender and religious affiliation.**
6. **Honor commitments made to children.**
7. **Discuss disciplinary problems with parents or guardians.**
8. **Do not engage in inappropriate contact with children.**
9. **Respect children's rights to privacy and intrude only when health and safety demand.**
10. **Whenever possible, ensure two adults are with children.**

Emergency First Response® Instructor Renewal Requirements

To maintain authorization to teach, you must renew your Emergency First Response Instructor rating every two years and agree to stay up-to-date with Emergency First Response course standards and implement any changes announced in *The Responder*.

If your renewal lapses and the term of your Emergency First Response Instructor credential expires, contact your Emergency First Response Office for information on how you can reactivate your authorization to teach.

You may need to fulfill other requirements such as attending a refresher, if local requirements must be met or major program revisions or significant standards changes occur. Where legally required for official recognition, other renewal requirements may apply. Check your Emergency First Response Instructor Renewal Application for specifics or contact your local Emergency First Response Office.



Emergency Responders in Action

When Emergency Responders use their skills to care for an injured or ill person, it's significant and worth sharing. If you know of any Emergency Responders who have used their Emergency First Response skills in an emergency situation or if you've used your training to help someone in need, please send the information describing the action to Emergency First Response by using The Responder in Action Report form found in the Appendix of this guide.

The Emergency Responders involved will receive formal recognition for their efforts. With permission, their stories may be posted on the Emergency First Response website and generally shared with the Emergency Responder community. Examples of Emergency Responders in action help inspire and motivate others to use their skills when situations arise.

Course Sequence

Use this recommended course sequence to organize training sessions and meet program requirements. You may adapt this schedule to meet participant needs and to fulfill local requirements.

Primary Care (CPR)

Independent Study or Knowledge Development topics

- I. Course Introduction
- II. Helping Others in Need
- III. The Emotional Aspects of Being an Emergency Responder
- IV. Keeping Your Skills Refreshed
- V. Leading a Healthy Lifestyle
- VI. Recognizing Life-threatening Problems
- VII. Information on Primary Care (CPR)
 - + **Administer Final Exam** (may be conducted anytime before course completion)

Skill Development sequence

Primary Care Skill 1	Scene Assessment
Primary Care Skill 2	Barrier Use
Primary Care Skill 3	Primary Assessment
Primary Care Skill 4	CPR – Rescue Breathing and Chest Compressions
Recommended Primary Care Skill — Automated External Defibrillator Use	
Primary Care Skill 5	Conscious/Unconscious Choking Adult
Primary Care Skill 6	Serious Bleeding Management
Primary Care Skill 7	Shock Management
Recommended Primary Care Skill — Emergency Oxygen Use Orientation	
Primary Care Skill 8	Spinal Injury Management

Scenario Practice sequence

- Scenario One** — Collapsed Family Member
- Scenario Two** — Down in Public
- Scenario Three** — Recreational Accident
- Scenario Four** — Major Multiperson Accident
- + **Complete and submit Course Completion Authorization**

Secondary Care (First Aid)**Independent Study or Knowledge Development topics**

- I. Course Introduction
- II. Background Information on Secondary Care (First Aid)
 - + **Administer Final Exam** (may be conducted anytime before course completion)

Skill Development sequence

- + **If conducting as a stand alone course, review scene assessment and barrier use with participants.**
- Secondary Care Skill 1** Injury Assessment
- Secondary Care Skill 2** Illness Assessment
- Secondary Care Skill 3** Bandaging
- Secondary Care Skill 4** Splinting for Dislocations and Fractures

Scenario Practice sequence

- Scenario** — Fallen Friend
- + **Complete and submit Course Completion Authorization**