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**ORDER OF MALTA**  
**IRELAND**


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**AMBULANCE CORPS**

## **Cardiac First Responder Course**

### **Student Information**

Welcome to your Cardiac First Response Course. This course aims to deliver the PHECC standard of Cardiac First Responder.

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### Revision History:

Date	Version	Changes	Prepared By
16/07/21	2-0	<b>General review and added CFRA</b>	<b>Capt. Anne Montague</b>

### Education & Training Mission Statement

The volunteers and staff of Order of Malta Ireland Ambulance Corps, in keeping with the organisational mission to make a positive contribution to our communities, strive to provide high quality education and training to our members and the public. The aim is to enable them to provide high quality community and pre-hospital emergency care in a caring and professional way.

This mission underpins the Ambulance Corps commitment to the professional delivery of training, developing and adapting to the needs of members and society. The Ambulance Corps is proud of its achievements and role it has to play in the pre-hospital care community and aims to play their part in providing care to the best of their ability.

### CFR skills and abilities

Following the CFR course you should be able to:


- Recognise the signs of a life threatening emergency
- Respond in an effective, safe and appropriate manner, to a life threatening emergency, utilising basic life support skills
- Retrieve and appropriately use, if required, an automated external defibrillator during a cardiac arrest
- Report and Record their actions and interventions appropriately and handover to emergency medical services

### Course format:

The CFR course will be delivered using a watch and practice DVD-led programme to deliver theory and practical information.

### Timetable:

The CFR course will be delivered over 4 hours.

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### **Course materials:**

You will be provided with all materials required for skills practice during the course.

You will be provided with the following book to support your learning:

#### ***PHECC CFR manual***

### **Data protection**

We are required to collate some basic information as records of training. This information is limited to the minimum required to confirm attendance at and completion of a training course. This information is not shared under any circumstances with any company or organisation and is stored securely. Maintenance of records is managed in accordance with our Records Management Policy.

### **Facilities**

Your instructor will provide an orientation at the beginning of the course which will inform you on the facilities available to you and any procedures in the event of an emergency during the course.

As a courtesy to the other students and the instructor please turn off or silence your mobile phone. Your instructor will outline any additional rules or requirements.

### **Learning assistance**


Should you require any special assistance please discuss with your instructor and every possible accommodation will be made to assist you. This also extends to the course assessment and alternative methods of assessment may be possible should you have any difficulty.

### **Timekeeping**

Please ensure you are on time for the sessions. If you are unavoidably delayed please try to notify the instructor.

### **Housekeeping**

Please dispose of any rubbish carefully. If you smoke please use designated smoking areas only and ensure cigarette butts are disposed of correctly.

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### **Course evaluation**

We are committed to continuously reviewing and improving educational courses provided. Your input to this process is invaluable. Your instructor will provide an evaluation form for you to complete at the end of the course, please take some time to provide us with your feedback. This will be reviewed by our training team and will contribute to our quality improvement process.

### **Course assessments**

You will undertake an assessment of skills. This will take the form of:

- Continuous assessment of practical skills in accordance with PHECC assessment sheets. You must be able to demonstrate all skills in order to achieve a passing grade in this course
- 25 question MCQ if attending CFR Advanced course

### **Results**

A pass grade in the assessment is required. Should you not achieve a pass grade the instructor will inform you and provide you with some feedback. You may appeal the examination result in accordance with OMAC assessment appeals policy. Your instructor will provide you with a copy of this policy if required.

### **Complaints**

Should you be dissatisfied with any aspect of the course you may submit a complaint. The instructor can provide you with a copy of the complaints policy.

### **Course policies and procedures**

The CFR course is provided in accordance with OMAC policies and procedures. All of these documents are available should you wish to refer to them or for further information. For members all policies and procedures are available on moodle in the Operations Manual section. Access to moodle is free to all members by sending an email to [moodle@orderofmalta.ie](mailto:moodle@orderofmalta.ie) with your name and membership ID number. For non-members your instructor will provide you with a copy of any document you require.

**These policies and procedures are:**

FAR course Student Information v2.0

<b>Document</b>	<b>Function</b>
Access and Equality Policy	Outlines policy on open and transparent access to training
Assessment policy	Outlines procedures for assessment and appeals process for students
Complaints policy	Outlines procedure for making a complaint and how that complaint should be resolved
CFR Policy	Outlines policy on Cardiac First Responder training and practice in OMAC
CFR A Recertification procedure	Outlines procedure to follow when undertaking Cardiac first responder recertification training
Records Management Policy	Outlines procedures for collection and maintenance of training records