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	Doc No: TRA-PRO-FARSTU	Owner: AD Training	Date: 06/07/2021



## **First Aid Responder Course**

### **Student Information**

Welcome to your First Aid Response Course. This course aims to deliver the PHECC standard of First Aid Responder to those who require a skill set that includes Cardiac First Response (CFR) and the skills to assess and manage a range of emergency medical and trauma situations as part of the pre-hospital emergency care team.

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## Revision History

Date	Version	Changes	Prepared by
06/07/2021	3.1	Review and minor wording changes	Capt. Anne Montague

## 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.


### FAR skills and abilities

Following the FAR course, you should be able to:

- deal with life threatening or potentially life-threatening conditions in the pre-hospital environment until arrival of emergency medical services.
- provide First Aid Response for conditions not thought to be life-threatening but are necessary to prevent further harm before the emergency medical services arrive.
- provide pre-hospital First Aid Response in a wide range of environments including home and recreational settings.
- display the requisite personal skills including composure, competence and self-confidence while understanding their limitations.

### Course format:

The FAR course will be delivered using a range of teaching methods to include theory lessons and practical skills and practice sessions.

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**Timetable:**

The FAR course will be delivered over 14 hours with an additional 4 hours for the CFR module. The format will vary depending on how your course is being run and your instructor will provide you with a detailed timetable.

**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:

***OMAC approved First Aid Manual by HS Publications***

In addition, you will be provided with the PHECC CFR manual if that module is included in your FAR course.

**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

Following completion of the course you will undertake an assessment of knowledge and skills. This will take the form of:

- 20 question MCQ with a pass mark of 60%. If you attain a mark of less than 60%, you will be required to resit the MCQ on a later date.
- Practical skills will be assessed by carrying out two practical skills in accordance with PHECC assessment sheets.

The assessment will be conducted by an assessor who is an FAR instructor who has not taught any part of your course. The assessment will be run in accordance with the Order of Malta FAR examination procedure, a copy of which is available from your instructor on request.

### Results


A pass grade in both parts of the assessment is required. Should you not achieve a pass grade in either/both sections 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 First Aid Responder 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.

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***These policies and procedures are:***

<b>Document</b>	<b>Function</b>
FAR policy	Outlines how course will run and resources required
FAR Assessment procedure	Outlines how the course assessment will run and safeguards to ensure exam security
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
Records Management Policy	Outlines procedures for collection and maintenance of training records