

## AGENCY GUIDELINE

### Introduction

The *Occupational Health and Safety Regulation* (the “OHSR”) requires that a first aid attendant successfully complete the appropriate training course or examination developed or approved by the Workers’ Compensation Board of B.C. (the “Board”), and has been issued a certificate at the required level by the Board or a person or organization recognized by the Board.

The purpose of this guide is to explain how persons or organizations in British Columbia can become authorized to teach first aid programs, conduct the examinations and issue certificates that will be recognized by the Board.

The general requirements for training agencies are that they register with the Board and:

- A. sign and comply with an agency registration agreement;
- B. ensure that acceptable course delivery and evaluation occurs;
- C. ensure that instructors are qualified;
- D. ensure that evaluators are qualified;
- E. ensure that appropriate certification procedure is followed;
- F. maintain training records;
- G. submit to audits; and
- H. ensure that training facilities, supplies and equipment are acceptable to the Board.

These requirements are discussed in more detail below.

There are two types of courses that may be taught: Board-developed courses and courses developed by others that the Board accepts as equivalent. Course equivalency criteria is determined by the Board. The process for determining equivalency is discussed further below.

The Board is responsible for updating standards, course content and training materials for Board-developed courses. The Board intends to conduct a provincial job task analysis every 5 years to determine whether the current standards meet the needs of industry. The information will be used for course revision of Board-developed materials and will be forwarded to the agencies that have developed equivalent courses in order to facilitate their course revision.

References to the OHSR are to Part 3, Occupational First Aid, sections 3.14 to 3.21, effective March 30, 2004.

## A. Agency registration agreements

To register as a training agency, a person or organization must

- (1) Provide:
  - the type of agency status requested (in-house or public)
  - which levels of first aid will be taught
  - a notarized document declaring the registered owner of the company
  - the signed (by registered owner) agency agreement
  - the signed (by registered owner) Examination Materials Agreement (if agency personnel will be certifying OFA Level 2 and/or 3 attendants)
  - a copy of an organizational chart of the Agency, listing each official and position by title (e.g. Training Coordinator, Assistant Instructor, etc.)
  - company policies and procedures to include: appeal procedures for examination results; instructor misconduct; student misconduct; monitoring procedures; acceptable standards of performance for instructors
  - company health and safety program and written procedures as required by the Occupational Health and Safety Regulation
- (2) Arrange to have the agency's facility, equipment and supplies inspected by a Board officer; and
- (3) Sign the registered agency agreement and return it to the Board.

Where, in this guideline, there is a duty or obligation on the agency, the Board will hold the agency owner or representative, or the person that signed the agency agreement responsible for those duties.

In order for an agency to purchase or teach Board-developed courses, a signed registered agency agreement must be on file with the Board. In order for an agency-developed course to be recognized for equivalency, a signed registered agency agreement must be on file with the Board. The agency must comply with the standards set by the Board and the conditions in the agreement. A breach may result in termination of the registration of the agency.

## **B. Course delivery and evaluation**

A training agency must:

1. ensure that Board-developed courses or equivalent first aid courses are taught in accordance with training materials developed or approved by the Board;
2. ensure that evaluation of candidate competency is conducted in accordance with evaluation criteria approved by the Board;
3. ensure that infection control procedures are practiced when conducting Occupational First Aid (OFA) courses as outlined in the OFA training and reference guide;
4. purchase the Board-developed examination materials (contained on CD-ROM) and sign a confidentiality agreement that restricts the use of the examinations to the intended purpose; and
5. in the event of complaints and/or perceived inappropriate conduct by candidates, instructors, or evaluators, investigate and, if warranted, take appropriate corrective action and cooperate with any Board investigators. If requested by the Board, the agency must communicate directly with the Board regarding the results of the investigation and the action taken.

## **C. Instructor qualifications**

1. Instructor Qualification
  - (a) Instructors must meet the prerequisites and complete an instructor's course, acceptable to the Board, for the level of first aid training they are instructing, pass the examination, and hold a valid first aid certificate recognized by the Board.
  - (b) Instructors must be qualified, with respect to experience relevant to the subject matter of the course and experience as a trainer, to teach Board-developed courses, or courses deemed equivalent by the Board.
  - (c) The agency must ensure that an instructor is competent before an instructor is permitted to teach on his/her own. The process used to determine competency is the responsibility of the agency however it will typically include co-teaching and mentoring.

- (d) The agency is responsible for performing a background check of credentials and work/teaching experience, ensuring that first aid certification is continuous and requirements for renewal are met. The agency must maintain documentation on all instructors in their employ, either full-time or part-time, including qualifications, certificate history, classes taught and pass/fail ratios.
- (e) To be a Level 1 instructor of a Board-developed course, a candidate must:
- i. hold a nationally recognized Standard level certificate or an OFA Level 2 certificate;
  - ii. be at least 19 years of age;
  - iii. have monitored a complete Level 1 course approximately two months prior to application;
  - iv. successfully complete a “Train the Trainer” or equivalent course (please see Appendix E for content); and
  - v. successfully complete a Level 1 content course (please see Appendix A).
- (f) To be a Transportation Endorsement instructor of a Board-developed course, a candidate must:
- i. hold an OFA Level 1 instructor certificate;
  - ii. hold an OFA Level 3 certificate or equivalent;
  - iii. have monitored a complete Transportation Endorsement course at least two months prior to application; and
  - iv. successfully complete a Transportation Endorsement content course (please see Appendix F).
- (g) To be a Level 2 and 3 instructor of a Board-developed course, a candidate must:
- i. hold an OFA Level 3 certificate or a current emergency pre-hospital care attendant (course consisting of approximately 70 hours) certificate (or license) for at least the preceding four years;

**Note:** if a candidate has not held an OFA L3 for the preceding four years a sponsoring agency can give consideration to candidates who meet all of the following criteria:

- hold an OFA Level 3 certificate or a current emergency pre-hospital care (course consisting of

- approximately 70 hours or more) certificate or license for at least the preceding two years, and
  - been employed as a designated OFA attendant or pre-hospital responder (ambulance etc.) for the preceding two years, and
  - have taught more Level 1 or equivalent courses than the minimum required for instructor recertification
- ii. hold a Level 1 instructor certificate;
  - iii. participate as a student in a complete Level 3 course, including successful completion of the examination within 6 months prior to participating in the instructor training process; and
  - iv. successfully complete a Level 3 instructor content course or mentoring program that ensures competency in the goal and objectives outlined in Appendix B – OFA Level 2/3 Instructor course content.
- (h) Successful completion of a Level 2/3 instructor training course also qualifies a candidate to teach the Transportation Endorsement course.
- (i) Instructors for equivalent Level 1, 2, 3 or Transportation Endorsement courses must meet equivalent requirements.

## 2. Instructor Certificate Renewal

Instructor certificates must be renewed every two years.

- (a) To renew Level 1 instructor certification, the instructor must:
- i. teach two courses every year;
  - ii. maintain Level 2 certification;
  - iii. attend instructors' updates required by the Board; and
  - iv. be assessed by the agency.
- (b) To renew Transportation Endorsement instructor certification, the instructor must:
- iii. teach two courses every year;
  - iv. maintain Level 3 certification;
  - iii. attend instructors' updates required by the Board; and
  - iv. be assessed by the agency.

- (c) Level 1 and Transportation Endorsement instructors must be assessed by a qualified person before any renewal certification may be issued, preferably within two months prior to the expiry of their instructor certificate. The assessment may be done sooner if issues of conduct arise. The assessment must be based on:
- i. performance of the instructor's classes;
  - ii. the thoroughness and integrity of the instructor's evaluation; and
  - iii. feedback from candidates and agency staff.
- (d) To renew Level 2 or 3 instructor certification, the instructor must:
- i. instruct a minimum of one Level 2 or 3 class per year with 6 or more candidates in each class;
  - ii. maintain an OFA Level 3 certificate;
  - iii. attend instructors' updates required by the Board; and
  - iv. be assessed by the agency.
- (e) Level 2 and 3 instructors must be assessed by a qualified person before any renewal certification may be issued, preferably within two months prior to the expiry of their instructor certificate or Level 3 certificate. Assessment may be done early if issues of conduct arise. The assessment must be based on:
- i. performance of the instructor's classes at examination,
  - ii. classroom performance as assessed by qualified agency representatives; and
  - iii. feedback from candidates and agency staff.
- (f) Instructors who do not renew their certificates for one year from the date of expiration must meet the requirements for initial certification if they wish to be reinstated.
- (g) The agency is responsible for monitoring instructor performance to ensure:
- instructors adhere to the prescribed curriculum;
  - instructor classroom conduct is appropriate; and
  - instructors complete required attendance and achievement records.
- (h) The agency is responsible for eliciting candidate feedback about instructor performance for every course. Feedback summaries should be recorded and placed in instructor files.

- (i) An instructor should be monitored at least once a month by a qualified person and the results of the observations recorded. Monitoring may be accomplished by “in-class” observation or by reviewing candidate and staff evaluations. For Level 2 & 3 instructors, monitoring must include the analysis of class performance at exams, if applicable for that month. The monitoring process and outcome must be recorded and kept on file. If inconsistencies are observed by the agency representative or reported by others, then further monitoring must be conducted.
  - (j) Agencies may conduct other assessments in addition to those required under this Guideline. Instructors receiving satisfactory rating may be renewed for two years. If an instructor does not receive an acceptable rating in any of the assessments conducted, the employing agency must develop and initiate a remediation plan. All assessment activity must be recorded and placed on the instructor’s file.
  - (k) It is the agency’s responsibility to correct unacceptable instructor behaviour. Failure to do so may result in the agency agreement being revoked.
  - (l) Instructor certificates for all levels are issued by the agency through which training is received.
  - (m) Instructors for equivalent Levels of OFA or Transportation Endorsement courses must meet equivalent requirements.
3. Terms and Conditions
- (a) To ensure a high standard of instructor conduct, instructors must sign a standard application or agreement with the certifying agency. The agreement includes the terms and conditions set out in the training material of the courses taken for the purpose of qualifying as an instructor, and in any other materials required by the Board.
  - (b) The ability to instruct Board-developed courses may be denied or restricted by the agency or the Board for a breach of a term or condition of the instructor agreement. The terms and conditions are listed in the instructor training materials.
  - (c) The agency must document any situation in which an instructor’s conduct was inconsistent with required

procedures and record what corrective action was taken, or the reasons if none was taken, and how improvement is to be measured.

#### **D. Evaluator qualifications and performance criteria**

1. All evaluations must be conducted by persons authorized by the Board.

2. Prerequisites for becoming an evaluator

The agency is responsible for ensuring that potential evaluators meet the prerequisites. Evaluator candidates must:

- (a) hold a valid OFA Level 3 instructor certificate; and
- (b) have held a Level 3 instructor certificate for 2 years and/or have taught at least four Level 2 or 3 courses (with at least 6 candidates in each class).

3. Evaluator competencies

The agency must ensure that evaluators are competent before allowing them to certify OFA attendants. A person may qualify as an evaluator by:

- (a) successfully completing an evaluator training program acceptable to the Board, OR
- (b) doing all of the following:
  - i. completing the training component on the exam CD;
  - ii. scoring 90% or higher on a grading criteria examination acceptable to the Board;
  - iii. meeting competency criteria as outlined in Appendix G; and
  - iv. signing an agreement with an agency to act as an evaluator.

4. Record keeping for evaluators

- (a) The criteria used by the agency to determine an evaluator's competency must be kept in writing and must be maintained by the agency. Specifically, the record should include: achievement, assessment checklists or notes, the length of

participation in each activity, how verification of competency was ultimately made and when the evaluator was permitted to start examining on his/her own.

5. Ongoing assessment (re-qualification) of evaluators
  - (a) In order to maintain evaluator designation evaluators must be assessed by a qualified agency representative at least every 6 months, or more often if issues of conduct arise. Evaluators must:
    - i. maintain Level 3 instructor certification; and
    - ii. obtain favourable performance appraisals conducted by the agency that includes monitoring exams\* and reviewing exam sheets. Observations and reviews must be documented and kept in the evaluator's file.

\* In the event that there are no exams in a region to allow for the assessment of an evaluator, a workshop designed to refresh and assess the evaluator's competency could be substituted, providing it has a sponsoring agency, the facilitator is qualified, and the workshop content is acceptable to the Board.

## E. Certifying OFA candidates

In order to be certified the agencies must ensure:

1. Age
  - (a) Candidates must be at least 16 years old at the time of examination. Proof of age may be required by the evaluator. If an underage candidate takes the examination and is successful, the examination will be considered void and any certification cancelled.
  - (b) If an OFA Level 2 or 3 candidate is under 19 years of age, the certificate must have "*age restriction*" recorded on the back side of the certificate.
2. Medical certificate of fitness for OFA Level 2 or 3 candidates
  - (a) Each candidate must provide a medical certificate of fitness from a physician on a form acceptable to the Board (OHSR section 3.21(2)).

- (b) A medical certificate of fitness must not be older than 6 months prior to the date received by the agency. In addition, the medical certificate of fitness will only be valid for the purpose of certification if it was completed within one year of the exam date.
- (c) A physician may elect to forward a medical certificate of fitness directly to an agency. The agency must advise a candidate as soon as possible if a medical certificate makes the candidate ineligible for first aid certification.
- (d) The agency must keep the medical certificate of fitness on file for two years from the date of a candidate's exam.

### 3. Health Care Workers

- (a) When a health care facility wants to use the expertise of a physician or registered nurse as a first aid attendant, the employer must make a written request to a person or organization authorized by the Board to issue a Level 2 certificate. The request for each employee must include proof that the employee has the required status as a physician or nurse and the required experience or training. The required experience or training is comprised of at least 6 months' experience in the emergency department or completion of a recognized course of training for emergency procedures. Either of these conditions must have been met in the 24 months preceding application.
- (b) The certificates issued by a person or organization authorized by the Board are valid for 24 months from the date of issue. A listing of persons and organizations authorized to issue a Level 2 certificate is available from the Board.
- (c) Renewal of the certificates is obtained in the same way as the initial request. The requirements of OHSR Section 3.15 must be met prior to each renewal.
- (d) The physician or registered nurse designated to provide first aid cannot delegate first aid responsibilities to anyone who does not possess a Level 2 or 3 certificate.
- (e) The Board will not pay for services provided by the physician or registered nurse which would ordinarily be provided by a Level 2 or 3 first aid attendant.

#### 4. Firefighters

- (a) When a municipal fire service wants to use the expertise of employees who have EMA FR Level 2 or Level 3 licences, the employer must make a written request to a person or organization authorized by the Board to issue a Level 1 or 2 certificate. The request for each employee shall include:
  - Proof that the applicant has a valid EMA FR Level 2 or 3 licence;
  - Completed medical certificate of fitness on a form acceptable to the Board.
- (b) The certificates issued by authorized persons or organizations are valid for 24 months from the date of issue as long as the firefighter has a valid EMA FR Level 2 or 3 licence. A listing of persons and organizations authorized to issue a Level 1 or 2 certificate is available from the Board.
- (c) Renewal of the certificates is obtained in the same way as the initial request.

#### 5. Identification

- (a) Each candidate must sign an application form that contains, but is not limited to, the following information:
  - candidate's name, mailing address, phone number and date of birth;
  - a statement whereby the candidate agrees to perform his/her duties as an attendant according to the principles of first aid and abide by the terms and conditions as outlined in the course training materials; and
  - date of application.

Additional information that may be considered includes:

- social insurance number;
  - previous certificate number or history;
  - occupation; and
  - employer's name, mailing address and phone number.
- (b) Candidates for Level 1, 2 or 3 certification must produce one piece of acceptable photographic identification. (Please see Appendix C for acceptable proof of identification.) Candidates have the right to refuse to disclose any identification information; however, candidates refusing or

failing to provide appropriate identification must not be issued certification.

6. Examination

- (a) Certification must be issued by a person authorized by the Board using evaluation material and content acceptable to the Board.
- (b) Persons holding a current advanced certificate (regardless of the issuing jurisdiction) may challenge the exam. Advanced certification refers to the successful completion of a first aid or pre-hospital emergency care course of approximately 70 hours or more in duration.

7. Certification will be renewed as follows:

- (a) Extensions of certificates are not available.
- (b) To renew a Level 1 certificate or transportation endorsement, a candidate must meet the same application, training and examination requirements as for initial certification. Candidate must successfully retake the course or its equivalent and for Level 1 achieve a grade of at least 70% on the written exam.
- (c) To renew a Level 2 or 3 certificate or equivalent, a candidate may take the examination without retaking the initial certification course if less than two years has elapsed since the expiry of the certificate. Candidate must achieve a grade of at least 70% on each of the written and practical, including oral, portions of the examination.

8. Appeals

- (a) An agency must have a written appeal procedure in place, and communicated to candidates, that indicates how to address issues regarding the deduction of exam marks, evaluator conduct, or application of the grading criteria. The procedure must also describe a course of action for a complainant who is not satisfied with the agency's investigative conduct, the conclusions reached, or resolution offered.
- (b) The agency must maintain records of appeals and resolution.

**F. Maintenance of training records**

1. A training agency must maintain an accurate record of the attendance and classroom achievement of registered candidates, examination results and certificates issued.
2. A copy of a candidate's exam (written & practical exam sheets and documentation completed during the exam - i.e. first aid records, 7A's, patient assessment charts) must be kept by the agency for two years or the life of the certificate.
3. The agency must maintain the signed application form on file for two years from the date of examination.
4. The aforementioned information must be forwarded to the Board, if required, within time limits set by the Board.

**G. Audits**

1. For the purpose of ensuring that the terms of the registration agreement, the *Workers Compensation Act* and the OHSR have been complied with, any person authorized by the Board may, without prior notice, and at any time:
  - (a) audit the performance and the exercise of the powers, duties and functions of the agency as they relate to the registration agreement;
  - (b) inspect and make copies of any document relating to the carrying out of the delegated powers, duties and function of the agency;
  - (c) inspect the premise, supplies and equipment of the agency; and
  - (d) interview staff or candidates.

## H. Training facility requirements

1. A training agency must ensure that the required first aid equipment and supplies are clean and ready for use in each class. (Please see Appendix D for equipment lists.) Equipment that makes direct contact with class participants must be kept in a sanitary condition.
2. The classroom used for instructing first aid candidates must meet the standards of the Board for floor space for practical demonstration and class practice (500 sq. feet of working space per 18 candidates).
3. The facility and faculty must comply with all relevant sections of the OHSR. The classroom(s) used for first aid instruction must be illuminated, heated and ventilated as required for an office in Part 4 (General Conditions) of the OHSR.
4. For OFA Level 1 and transportation endorsement courses, or equivalent courses, the class size must not exceed 12 candidates except with the permission of the Board, and provided the instructor to candidate ratio does not exceed 1:12.
5. For OFA Level 2 and 3 training courses, or equivalent courses, the class size must not exceed 18 candidates.

## I. Program equivalency process

1. Section 3.15(b) of the Regulation states “The employer must ensure that a person who is designated as a first aid attendant has successfully completed the first aid training course or first aid examination developed or approved by the board.” First aid programs offered by training agencies and not developed by the Board may be granted equivalency for Level 1 certification, qualification for certificate endorsement, or a Level 2 or 3 certificate.
2. Agencies requesting equivalency must consider the following:
  - (a) Acceptance of a program is conditional upon its being used for the designed purpose and meeting any conditions specified by the Board. If there is a change in the contents of the course, a further request must be made to the Board to review it.

- (b) Courses submitted for equivalency must generally be accompanied by an evaluation fee as follows:
- |                       |          |
|-----------------------|----------|
| One or two day course | \$ 5,000 |
| One week course       | \$ 7,500 |
| Two week course       | \$10,000 |
- (c) Courses recognized as equivalent must be reviewed and resubmitted to the Board every five years. A review may be required at an earlier time if complaints are received by the Board regarding the course or for other appropriate reasons.
- (d) Equivalency may be revoked if the content, instructor training or evaluator training does not maintain standards acceptable to the Board.
- (e) Agencies teaching equivalent courses must adhere to the same facility, equipment, and supply requirements of the comparable level of OFA course.
- (f) Equivalent course material must contain terms and conditions of certification that specify the candidate is required to follow the protocols as specified and give examples of unacceptable conduct.

## OFA LEVEL 1 INSTRUCTOR COURSE CONTENT

This outline provides an overview of the content for the Occupational First Aid Level 1 instructor course. The focus is on participants becoming familiar with the OFA Level 1 content, the presentation of the course, and the evaluation of first aid skills. The content must be delivered, and the candidates evaluated, by a competent instructor.

### Course Purpose

The Occupational Level 1 instructor course should provide participants with the knowledge, skills and hands-on experience in the preparation and use of lesson plans, use of media and practice of basic instructional skills to present the OFA Level 1 course. The instructor course should also prepare participants to evaluate the knowledge and skills required for attendant re-certification.

### Certification

Certification as a Level 1 instructor will be issued by the agency and will be renewed according to re-certification requirements. It is expected that candidates meet the course objectives before certification is issued.

### Course Goals

The specific goals of this course are:

- describe and use appropriate types of instructional methods;
- demonstrate the evaluation of practical first aid skills;
- demonstrate the use of training aids; and
- plan and conduct a presentation.

### Course Objectives

1. The candidate will identify the components of the instructional process.
2. The candidate will describe and select appropriate instructional techniques.
  - (a) The candidate will accurately demonstrate an assigned first aid skill to the standard in the Level 1 video using the demonstration method as outlined in the training guide.
  - (b) The candidate will demonstrate the correct use of the overhead questioning technique as outlined in the training guide.

- (c) The candidate will demonstrate the ability to field questions on an assigned topic as outlined in the training guide.
  - (d) The candidate will demonstrate the correct use of military drill and student practice during practical sessions as outlined in the training guide.
3. The candidate will view the OFA Level 1 video.
  4. The candidate will review the content and layout of the OFA Level 1 instructor guide and student training guide.
  5. The candidate will identify and discuss effective presentation techniques.
  6. The candidate will evaluate first aid skill performance as outlined in the training guide.
  7. The candidate will plan and conduct an assigned presentation as outlined in the Level 1 instructor guide, including an accurate demonstration (to the standard set by the Level 1 video) and conduct a practical session.
  8. The candidate will describe the administration process for the OFA Level 1 course.

### **Key Topics**

#### Practical techniques

- Military drill
- Student practice

#### Instruction process

#### Instructional techniques

- Lecture
- Questioning
- Demonstration

#### Media techniques

- Evaluation
- Classroom management

## OFA LEVEL 2/3 INSTRUCTOR COURSE CONTENT

This outline provides an overview of the content for the Occupational First Aid Level 3 instructor course. The focus is on participants becoming familiar with the OFA Level 3 content, the presentation of the course, and the evaluation of first aid skills. The content must be delivered, and the candidates evaluated, by a competent instructor.

### Course Purpose

The course should provide participants with the knowledge, skills and hands-on experience in the preparation and use of lesson plans, use of media, and practice of instructional and evaluative skills leading to the delivery of the OFA Level 2 and 3 courses.

The course should provide opportunities for independent study, group work, class exercises and formal assignments to candidates so they can meet course goals and objectives.

### Certification

Certification as a Level 2/3 instructor will be issued by the agency and will be renewed according to re-certification requirements. It is expected that candidates meet the course objectives before certification is issued.

### Course Goals

The specific goals of this course are to develop and demonstrate the ability to:

- transfer first aid knowledge;
- communicate;
- evaluate;
- maintain a learning environment; and
- portray professionalism.

### Course Objectives

1. The candidate will identify the components of the instructional process.
2. The candidate will design and use personal lesson plans and demonstrate the ability to use prepared lesson plans from the OFA Level 3 Instructor Guide.

3. The candidate will select and demonstrate appropriate instructional techniques:
  - The candidate will accurately demonstrate first aid skills as described in the OFA manual and OFA Level 3 instructor guide.
  - The candidate will demonstrate the correct use of the overhead questioning technique and the ability to field questions during presentations, as outlined in the instructor reference guide.
  - The candidate will demonstrate the correct use of military drill format, student practice format, priority action drill format, team practice format and situation practical format (including startup sheet and checklist) as outlined in the instructor reference guide.
  - The candidate will demonstrate the ability to prepare and deliver an effective lecture as outlined in the instructor reference guide.
4. The candidate will demonstrate the use of a variety of instructional media, of which one will be the overhead projector and transparencies.
5. The candidate will identify and discuss effective presentation techniques and relate them to the course goals.
6. The candidate will demonstrate effective evaluation skills as outlined in the instructor reference guide.
7. The candidate will discuss and be able to locate and describe Part 3 (OFA) of the Occupational Health and Safety Regulation.
8. The candidate will review the content and layout of the OFA Level 2 and 3 (including renewal and transportation endorsement courses) instructor guides and student training guides.
9. The candidate will be aware of the administration process for all OFA courses.
10. The candidate will combine the abilities described in the above objectives in a way that indicates that the candidate has met the course goals and is ready to instruct OFA Levels 2 and 3.

## Key Topics

### Practical session techniques

- Military drill
- Student practice
- Priority action drills
- Situation practicals
- Team practical

### Principles of instruction

### Media techniques

### Evaluation

### Classroom management

### Communication

### Instructional techniques

- Questioning
- Lecture
- Demonstration
- Role play

## IDENTIFICATION

Acceptable photographic identification:

- Valid Canadian or U.S. Driver's License.
- Valid passport.
- Valid BC student identification card issued for the current school year.
- Employee picture identification card.
- Native status picture identification card.
- BC photo identification (digital) issued November 1996 or later.

If a candidate does not possess valid photographic identification as listed, they must provide the following. The candidate must present one primary and two secondary pieces of identification.

The following will be considered acceptable:

one primary piece + two secondary pieces are required	
PRIMARY IDENTIFICATION	SECONDARY IDENTIFICATION
Birth certificate	Naturalization certificate
Canadian citizenship ID	Marriage certificate
Canadian record of landing	Change of name certificate
Canadian student visa	Parole certificate
Canadian work visa	Correctional service conditional release card
Returning resident permit	Valid credit card (if name is on card)
	Bank card (if name is on card)
	Vehicle registration
	Firearms acquisition certificate

	Social insurance card (if offered)
	BC care card (if offered)
	Occupational First Aid certificate Level 1, 2 or 3 or transportation endorsement

If a candidate cannot produce appropriate identification, compliance may be achieved if they produce one of the following:

- A letter from the candidate's employer, typed on the firm's letterhead and signed by an official of the company. This letter must state that the employee is who he or she claims to be.
- A letter from the sponsoring agency (if the candidate is unemployed), typed on the agency's letterhead and signed by an official of the agency, stating the candidate is who he or she claims to be.

**OFA LEVEL 1 COURSE  
EQUIPMENT AND SUPPLIES REQUIRED**

Media presentation system	(TV/VCR or DVD or PC Viewer etc.)
Level 1 training video	(VHS or DVD)
Blankets	1 per 2 students
Antiseptic towelettes (14 cm x 19 cm)	1 per student
Hand cleansing towelettes	3 per student
Assorted adhesive dressings <ul style="list-style-type: none"> <li>• anchor; fingertip</li> <li>• skin closures</li> <li>• 2.5 cm x 7.5 cm adhesive dressings</li> </ul>	Ensure several of each variety for each student
Sterile Gauze squares (10 cm x 10 cm) individually packaged	2 per student
Pressure bandages (10 cm x 16.5 cm) with elastic crepe ties	1 per 2 students
Crepe bandage (7.5 cm 4.5m)	1 roll per 2 students
Adhesive tape (2.5 cm x 4.5m)	1 roll per 2 students
Drainage dressings (20 cm x 25 cm)	1 per student
Triangular bandage (cloth) min. 1.25 m base	1 per 2 students
Stainless steel scissors (bandage) 14 cm	1 per 2 students
Stainless steel sliver forceps (11.5 cm)	1 pair per class
Cotton tip applicators	2 per student
Pocket mask (with 1-way valve)	1 per student
Disposable medical gloves	sufficient of various sizes to allow ongoing classroom use
Adult resuscitation mannequin	1 per 3 students & cleansing solution
Gauze sponges (7.5 cm x 7.5 cm) (100/pkg.) (non-sterile)	1 pkg.
First aid records and 7A forms	Enough for every student to complete at least one of each
OFA Level 1 Training Manual	1 per student

**OFA TE COURSE  
EQUIPMENT AND SUPPLIES REQUIRED**

Blankets	6 per 3 students
Collars	1 set of sized collars or 1 adjustable collar per 3 students
Spine boards with straps	1 per 3 students
Basket stretcher	1 per class
Triangular bandages	2 per student
Adhesive tape (5 cm x 4.5 m)	1 roll per 3 students
Drainage dressings	2 per student
Pocket masks	1 per 3 students*
Latex gloves	sufficient of various sizes to allow ongoing classroom use

\*recommend 1 pocket mask per student unless adequate cleaning and disinfecting supplies are available for use between students

**OFA LEVEL 2 COURSE  
EQUIPMENT AND SUPPLIES REQUIRED**

12.5 cm x 22 cm, sterile abdominal dressings, individually pkg.	6 per student
20 cm x 25 cm, sterile abdominal dressings, individually pkg.	6 per student
25 cm x 30 cm, sterile abdominal dressings, individually pkg	6 per student
Cold packs	1 per student
4.5 kg sand bags	2 per 3 students
Expanded metal splints, minimum length 60 cm or equivalent	6 per student
Padding (foam rubber 2.5 cm x 10 cm x 60 cm)	1 per student
Blankets	3 per 3 students
Bifocal magnifier with head strap, 12.5 cm focus	1 per class
2.5 cm x 4.5 m adhesive tape	1 roll per student
5 cm x 4.5 m adhesive tape	1 roll per student
7.5 cm x 4.5 m crepe roller bandage	2 rolls per student
Esmarch gum rubber bandage	1 per 3 students
Cotton triangular bandage, minimum length of base 1.25 m	8 per student
10 cm x 16.5 cm sterile pressure dressings, with crepe ties	1 per 3 students
7.5 cm x 7.5 cm gauze sponges, 100/pkt.	1 per 3 students
7.5 cm x 7.5 cm sterile gauze dressings, individually pkg. (25/box)	1 box per 2 students
10 cm x 10 cm sterile gauze dressings, individually pkg. (25/box)	1 box per 2 students
Penlight or flashlight with batteries	1 per 3 students
Oxygen: portable oxygen therapy units complete with tubing and non-rebreathing or partial rebreathing masks and sufficient oxygen to allow practice of physically administering oxygen during scenario practice throughout course	1 unit per 3 students
Manually operated self-inflating bag-valve mask unit with an oxygen reservoir	1 per 3 students

**OFA LEVEL 2 COURSE (continued)**

Oropharyngeal airway kit (soft plastic)	1 per 3 students
Adult resuscitation manikin and appropriate cleansing solution	1 per 3 students
Cold instrument sterilizer	1 per classroom
Pocket mask with oxygen inlet	1 per student
Latex or vinyl medical exam gloves (assorted sizes)	sufficient of various sizes to allow ongoing classroom use
Sterile eye pads, individually pkg	1 box per class
Hand cleansing towelletes, individually pkg.	100 per class
Cotton tipped applicators (15 cm)	100 per class
Safety pins (large)	2 per student
Rubber bands ( #33) 100 box	1 box per class
Universal scissors	1 per 2 students
15 cm stainless steel thin nosed plier-type forceps	1 per class
11.5 cm stainless steel sliver forceps	1 per class
14 cm stainless steel bandage scissors, blunt/sharp	1 per 2 student
Eye cup	1 per 2 students
5 cm x 1.8 m conforming gauze roller bandage	1 roll per student
7.5 cm x 1.8 m conforming gauze roller bandage	1 roll per student
7.5 cm x 7.5 cm or 10 cm x 10 cm non-adherent sterile dressing, individually pkg. 100/box	1 box per class
Sterile adhesive dressings, assorted sizes, individually pkg.: knuckle; fingertip; skin closures 2.5 cm x 7.5 cm individuals	2 boxes of each variety per class
#01 – 4.5 m tubular finger bandages with applicator (cage type)	1 per 2 students
Tongue depressors	48 per class
First aid records, Patient assessment charts, Form 7As	Enough for continuous use throughout the class for all students
Antibacterial liquid soap	500 ml per class

**OFA LEVEL 2 COURSE (continued)**

Sterile saline	500 ml per class
Sharps container	1 per class
Wash basin	1 per class
Kidney basin	1 per 3 students

**OFA LEVEL 3 COURSE  
EQUIPMENT AND SUPPLIES REQUIRED**

12.5 cm x 22 cm, sterile abdominal dressings, individually pkg.	6 per student
20 cm x 25 cm, sterile abdominal dressings, individually pkg.	6 per student
25 cm x 30 cm, sterile abdominal dressings, individually pkg	6 per student
Cold packs	1 per student
4.5 kg sand bags	2 per 3 students
Expanded metal splints, minimum length 60 cm or equivalent	6 per student
Padding (foam rubber 2.5 cm x 10 cm x 60 cm)	1 per student
Wooden splints – femur (padded)	1 per 2 students
Wooden splints – leg (padded)	1 per student
Blankets	6 per 3 students
Bifocal magnifier with head strap, 12.5 cm focus	1 per class
2.5 cm x 4.5 m adhesive tape	1 roll per student
5 cm x 4.5 m adhesive tape	1 roll per student
7.5 cm x 4.5 m crepe roller bandage	2 rolls per student
Esmarch gum rubber bandage	1 per 3 students
Cotton triangular bandage, minimum length of base 1.25 m	8 per student
10 cm x 16.5 cm sterile pressure dressings, with crepe ties	1 per 3 students
7.5 cm x 7.5 cm gauze sponges, 100/pkt.	1 per 3 students
7.5 cm x 7.5 cm sterile gauze dressings, individually pkg. (25/box)	1 box per 2 students
10 cm x 10 cm sterile gauze dressings, individually pkg. (25/box)	1 box per 2 students
Penlight or flashlight with batteries	1 per 3 students

**OFA LEVEL 3 COURSE (continued)**

Oxygen: portable oxygen therapy units complete with tubing and non-rebreathing or partial rebreathing masks and sufficient oxygen to allow practice of physically administering oxygen during scenario practice throughout course	1 unit per 3 students
Manually operated self-inflating bag-valve mask unit with an oxygen reservoir	1 per 3 students
Oropharyngeal airway kit (soft plastic)	1 per 3 students
Adult resuscitation manikin and appropriate cleansing solution	1 per 3 students
Basket stretcher	1 per 12 students
Spine board with hand holds & 7 Velcro straps (5 cm x 1.8 m) or, spider straps or nylon straps with buckles	1 per 3 students
Hard cervical collars – a set of collars consists of one each of tall, regular, short, and no-neck sizes, or 2 adjustable collars	1 set per 3 students
Suction unit (portable, and acceptable for pre-hospital care)	1 per 6 students
Pocket mask with oxygen inlet	1 per student
Latex or vinyl medical exam gloves (assorted sizes)	sufficient of various sizes to allow ongoing classroom use
Cold instrument sterilizer	1 per classroom
Sterile eye pads, individually pkg	1 box per class
Hand cleansing towellettes, individually pkg.	100 per class
Cotton tipped applicators (15 cm)	100 per class
Safety pins (large)	2 per student
Rubber bands ( #33) 100 box	1 box per class
Universal scissors	1 per 2 students
15 cm stainless steel thin nosed plier-type forceps	1 per class
11.5 cm stainless steel sliver forceps	1 per class
14 cm stainless steel bandage scissors, blunt/sharp	1 per 2 student
Eye cup	1 per 2 students
5 cm x 1.8 m conforming gauze roller bandage	1 roll per student

**OFA LEVEL 3 COURSE (continued)**

7.5 cm x 1.8 m conforming gauze roller bandage	1 roll per student
7.5 cm x 7.5 cm or 10 cm x 10 cm non-adherent sterile dressing, individually pkg. 100/box	1 box per class
Sterile adhesive dressings, assorted sizes, individually pkg.: knuckle; fingertip; skin closures 2.5 cm x 7.5 cm individuals	2 boxes of each variety per class
#01 – 4.5 m tubular finger bandages with applicator (cage type)	1 per 2 students
Tongue depressors	48 per class
First aid records, Patient assessment charts, Form 7As	Enough for continuous use throughout the class for all students
Antibacterial liquid soap	500 ml per class
Sterile saline	500 ml per class
Sharps container	1 per class
Wash basin	1 per class
Kidney basin	1 per 3 students

## TRAIN THE TRAINER COURSE CONTENT

This outline provides an overview of the content for the Train the Trainer course. The content must be delivered, and the candidates evaluated, by a competent instructor.

### Course Purpose

The Train the Trainer course should provide participants with knowledge, skills and hands-on experience in delivering instruction and evaluating student learning.

### Course Goals

- Apply adult learning theory in the development of a lesson plan.
- Demonstrate a variety of instructional techniques effectively.
- Discuss components of effective instruction.
- Conduct evaluation using a variety of assessment tools.
- Use a variety of media techniques in presentations.

Practice sessions in the course should prepare participants to use adult education theory and techniques in a variety of work and practical settings.

### Course Objectives

1. Explain the purposes and role of adult education.
2. Describe characteristics of adult learners.
3. Discuss motivating adults to learn.
4. Discuss instructional theories.
5. Relate learning domains to objectives.
6. Develop lesson plans.
7. Discuss questioning and paraphrasing techniques.
8. Discuss lecture, role play and group work techniques.
9. List qualities of an effective instructor.
10. Discuss audience and peer feedback.
11. Discuss classroom management techniques.
12. Relate course objectives to assessment tools.
13. Use performance assessment tools.
14. Record performance exam observations.
15. Apply grading criteria to performances.
16. Describe basic theories of instructional media and design.
17. Use non-projected visuals in instruction.
18. Describe copyright laws in Canada.

## TRANSPORTATION ENDORSEMENT INSTRUCTOR COURSE CONTENT

This outline provides an overview of the content for the Transportation Endorsement instructor course. The content must be delivered, and the candidates evaluated, by a competent instructor.

### Course Purpose

The Transportation Endorsement Course focuses on preparing participants to teach and evaluate patient handling techniques and patient securing procedures.

### Certification

Certification as a Transportation Endorsement (T.E.) instructor will be issued by an agency and will be renewed according to the same re-certification requirements as an OFA Level 1 instructor certificate. It is expected that candidates meet course objectives before certification is issued.

### Course Goals

The specific goals of this course are:

- To ensure candidates can demonstrate handling techniques with spinal precautions to move and secure an injured worker,
- To describe and use appropriate types of instructional methods from the T.E. Instructor Guide,
- Demonstrate the evaluation of practical first aid skills for the purpose of certification; and
- Demonstrate the use of training aids.

### Course Objectives

1. The candidate will describe and select appropriate instructional techniques.
  - (a) The candidate will accurately demonstrate an assigned first aid skill to the standard in the *Occupational First Aid Training and Reference Manual* using the demonstration method as outlined in the training guide.

- (b) The candidate will demonstrate the correct use of the overhead questioning technique as outlined in the training guide.
  - (c) The candidate will demonstrate the ability to field questions on an assigned topic as outlined in the training guide.
  - (d) The candidate will demonstrate the correct use of military drill and student practice during practical sessions as outlined in the training guide.
2. The candidate will review the content and layout of the Transportation Endorsement instructor guide and student training guide.
  3. The candidate will identify and discuss effective presentation techniques.
  4. The candidate will evaluate first aid skill performance as outlined in the training guide and the *Occupational First Aid Training and Reference manual*.
  5. The candidate will describe the administration process for the Transportation Endorsement course.

### **Key Topics**

Practical techniques

Military drill

Student practice

Instruction process

Instructional techniques

Lecture

Questioning

Demonstration

Media techniques

Evaluation criteria

Classroom management

## EVALUATOR TRAINING COURSE CONTENT

This outline provides an overview of the content for the Evaluator Training Course. The content must be delivered, and the candidates evaluated, by a competent evaluator.

### Course Purpose

To provide participants with the knowledge, skills and hands-on experience necessary to evaluate candidates for Occupational First Aid Level 2 and Level 3 certification. The participant will evaluate these candidates in simulated scenarios based on provincial exam grading standards.

Participants must be provided with opportunities for individual study, observation of candidates and evaluators, role play, co-marking exam performances and marking complete exam performances.

### Evaluator Qualification

Qualification as a Level 2/3 evaluator will be issued by the agency in accordance with the Agency Guideline, and will be renewed according to re-qualification requirements. It is expected that candidates meet the objectives outlined in Appendix G before qualification will be granted.

### Course Goals

- Evaluate candidate performances
- Develop evaluator communication techniques
- Manage exam processes
- Explain elements of professional behavior

### Course Objectives

1. Implement observational techniques
2. Identify performance errors
3. Adhere to provincial grading criteria
4. Apply grading criteria consistently
5. Evaluate a single performance
6. Evaluate multiple performances
7. Communicate accurate scenario information
8. Use probing questions

9. Use non-disclosure language
10. Use respectful language
11. Communicate exam results to candidates
12. Plan exam physical layout
13. Master scenario details
14. Identify critical steps in scenarios
15. Plan timing of scenarios
16. Manage flow of exams<sup>1</sup>
17. Administer exams
18. Document time and action observations
19. Record analysis of overall performance
20. Justify evaluation decisions
21. Relate real-world consequences to exam performance
22. Describe ways to reduce subjectivity
23. Describe techniques for managing candidate emotions
24. Discuss professional ethics
25. Recognize potential ethical conflicts

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<sup>1</sup> Flow refers to the assignment of scenarios to individual candidates to maximize observation and minimize time e.g. six students examined in 3.5 hours, with all critical elements of scenarios observed.