Candidate Name: _____ Date: _____

Skill Drill 2-1 Proper Removal of Medical Gloves

Task: Remove gloves.					
Performance Observations: The candidate shall be able to demonstrate the proper glove removal technique.					
Candidate Directive: "Properly remove gloves."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Partially remove first glove by pinching at wrist. Be careful to touch only outside of glove.				
2.	Remove second glove by pinching exterior with partially gloved hand.				
3.	Pull second glove inside out toward fingertips.				
4.	Grasp both gloves with your free hand, touching only clean interior surfaces, and gently remove gloves.				
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Candidate Name: _____ Date: _____

Skill Drill 3-1 Performing a Direct Ground Lift

Task: Perform direct ground lift.					
Performance Observations: The candidate shall be able to correctly perform direct ground lift.					
Candidate Directive: "Properly perform direct ground lift."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Rescuer 1 kneels at patient's chest on right or left side. Rescuer her 2 kneels at patient's hips on same side as Rescuer 1.	☐	☐	☐	☐
2.	Place patient's arms on trunk. Rescuer 1 places one arm under patient's neck and shoulder to cradle head and then places other arm under patient's lower back. Rescuer 2 places one arm under patient's knees and other arm above buttocks.	☐	☐	☐	☐
3.	Rescuer 1 command: "Ready? Roll!" and both rescuers roll their forearms up so patient is as close to them as possible. Rescuer 1 command:" Ready? Lift!" and both rescuers lift patient to their knees and roll patient as close to their bodies as possible. Rescuer 1 command: "Ready? Stand!" and both rescuers stand and move patient to the stretcher.	☐	☐	☐	☐
4.	To lower patient to stretcher, rescuers reverse preceding steps.	☐	☐	☐	☐
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Candidate Name: _____ Date: _____

Skill Drill 3-2 Using a Scoop Stretcher

Task: Use a scoop stretcher.					
Performance Observations: Candidate shall be able to correctly use a scoop stretcher.					
Candidate Directive: "Properly use a scoop stretcher."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	With the scoop stretcher separated, measure length of scoop and adjust to proper length.				
2.	Position stretcher, one side at a time. Lift patient's side slightly by pulling on far hip and upper arm, while your partner slide stretcher into place.				
3.	Lock stretcher ends together by engaging its locking mechanisms one at a time and continue to lift patient slightly as needed to avoid pinching patient and/or your fingers.				
4.	Apply and tighten straps to secure patient to scoop stretcher before transferring it to wheeled stretcher.				
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Skill Drill 3-3 Applying a Short Backboard Device

Task: Apply a short backboard device.					
Performance Observations: Candidate shall be able to correctly apply a short backboard device.					
Candidate Directive: "Properly apply a short backboard device."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Responder 1 is positioned behind patient to stabilize head. Responder 2 then applies a cervical collar.	☐	☐	☐	☐
2.	While maintaining neutral, in-line manual stabilization, Responder 1 leans patient forward and Responder 2 inserts device behind patient, starting with head portion.	☐	☐	☐	☐
3.	Responder 1 then carefully eases patient onto backboard. Responder 2 fastens middle strap of device.	☐	☐	☐	☐
4.	Responder 2 then fastens rest of straps.	☐	☐	☐	☐
5.	Responder 2 then places wings of device around patient's head.	☐	☐	☐	☐
6.	Responder 1 maintains in-line manual stabilization until Responder 2 has secured head strap of device.	☐	☐	☐	☐
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Skill Drill 3-4 Performing a Four-Person Log Roll

Task: Performing a four-person log roll.					
Performance Observations: Candidate shall be able to correctly perform a four-person log roll.					
Candidate Directive: "Properly perform a four-person log roll."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	All rescuers get into position to roll patient.	☐	☐	☐	☐
2.	Once Rescuer 1 gives command, rescuers roll patient onto his or her side.	☐	☐	☐	☐
3.	Rescuer 4 slides backboard toward patient.	☐	☐	☐	☐
4.	Once Rescuer 1 gives command, rescuers roll patient onto backboard.	☐	☐	☐	☐
5.	Rescuers center patient on backboard and secure patient before moving.	☐	☐	☐	☐
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Skill Drill 3-5 Preparing a Blanket Roll

Task: Prepare a blanket roll.					
Performance Observations: Candidate shall be able to correctly prepare a blanket roll.					
Candidate Directive: "Properly prepare a blanket roll."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Fold blanket into a long rectangular shape.	☐	☐	☐	☐
2.	Insert a rolled towel and roll blanket from each end.	☐	☐	☐	☐
3.	Roll ends together.	☐	☐	☐	☐
4.	Place extra cravats in between two rolled ends.	☐	☐	☐	☐
5.	Tie rolled ends together with two cravats to create finished blanket roll.	☐	☐	☐	☐
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Skill Drill 3-6 Applying Blanket Roll to Stabilize Patient's Head and Neck

Task: Apply blanket roll to stabilize patient's head and neck.					
Performance Observations: Candidate shall be able to correctly apply blanket roll to stabilize patient's head and neck.					
Candidate Directive: "Properly apply blanket roll to stabilize patient's head and neck."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Rescuer 1 stabilizes patient's head.	☐	☐	☐	☐
2.	Both rescuers apply a cervical collar.	☐	☐	☐	☐
3.	Place straps around backboard and patient.	☐	☐	☐	☐
4.	Insert blanket roll under patient's head. Roll blanket snugly against patient's neck and shoulders.	☐	☐	☐	☐
5.	Tie two cravats around blanket roll. Continue to stabilize patient's head. Tie two more cravats around blanket roll and backboard. Assess sensory and motor function after immobilization.	☐	☐	☐	☐
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Candidate Name: _____ Date: _____

Skill Drill 7-1 Clearing Airway Using Finger Sweeps

Task: Clear airway using finger sweeps.					
Performance Observations: Candidate shall be able to correctly clear airway using finger sweeps.					
Candidate Directive: "Properly clear airway using finger sweeps."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Turn patient onto his or her side.				
2.	Insert your fingers into patient's mouth.				
3.	Curve your fingers into a C-shape and sweep them from one side of back of mouth to other side. Scoop out as much of the foreign material as possible. A gauze pad wrapped around your gloved fingers may help remove obstructing materials. Repeat finger sweeps until you have removed all foreign material from patient's mouth.				
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Skill Drill 7-2 Inserting an Oral Airway

Task: Insert an oral airway.					
Performance Observations: Candidate shall be able to correctly insert an oral airway.					
Candidate Directive: "Properly insert an oral airway."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Select proper size airway by measuring from patient's earlobe to the corner of mouth.	☐	☐	☐	☐
2.	Open patient's mouth with one hand after manually opening patient's airway with either a head tilt–chin lift or jaw-thrust maneuver. Hold airway upside down with your other hand. Insert airway into patient's mouth and guide tip of airway along roof or patient's mouth, advancing it until you feel resistance.	☐	☐	☐	☐
3.	Rotate airway 180° until flange comes to rest on patient's lips and teeth.	☐	☐	☐	☐
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Skill Drill 7-3 Inserting a Nasal Airway

Task: Insert a nasal airway.					
Performance Observations: Candidate shall be able to correctly insert a nasal airway.					
Candidate Directive: "Properly insert a nasal airway."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Select proper-sized airway by measuring from earlobe to tip of patient's nose.	☐	☐	☐	☐
2.	Coat airway with a water-soluble lubricant. Select larger nostril, and gently stretch nostril open by using your thumb. Insert lubricated airway into larger nostril.	☐	☐	☐	☐
3.	Advance airway until flange rests against nose. Do not force airway. If you feel resistance, remove airway and try to insert in other nostril.	☐	☐	☐	☐
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Candidate Name: _____ Date: _____

Skill Drill 7-4 Performing Mouth-to-Mask Rescue Breathing

Task: Performing mouth-to-mask rescue breathing.					
Performance Observations: Candidate shall be able to correctly perform mouth-to-mask rescue breathing.					
Candidate Directive: "Properly perform mouth-to-mask rescue breathing."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Position yourself at patient's head. Open airway using the head tilt–chin lift maneuver.	☐	☐	☐	☐
2.	Alternately, use jaw-thrust maneuver for a patient with suspected head or spinal injuries.	☐	☐	☐	☐
3.	Grasp mask and patient's jaw, using both hands. Use thumb and forefinger of each hand to hold mask tightly against face. Hook other three fingers of each hand under patient's face.	☐	☐	☐	☐
4.	Maintain an airtight seal as you pull on jaw to maintain proper head position. Take a deep breath, seal your mouth over mouthpiece, and slowly breathe into the mouthpiece for 1 second until patient's chest rises. Monitor patient for proper respirations.	☐	☐	☐	☐
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Skill Drill 7-5 Performing Mouth-to-Barrier Rescue Breathing

Task: Perform mouth-to-barrier rescue breathing.					
Performance Observations: Candidate shall be able to correctly perform mouth-to-barrier rescue breathing.					
Candidate Directive: "Properly perform mouth-to-barrier rescue breathing."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Open airway using head tilt–chin lift maneuver. Press on forehead to maintain backward tilt of head.	☐	☐	☐	☐
2.	Keep patient's mouth open with thumb of whichever hand you are using to lift patient's chin. Place barrier device over patient's mouth.	☐	☐	☐	☐
3.	Pinch patient's nostrils together with your thumb and forefinger. Take a deep breath and then make a tight seal by placing your mouth on barrier device around patient's mouth. Breathe slowly into patient's mouth for 1 second. Breathe until patient's chest rises.	☐	☐	☐	☐
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Candidate Name: _____ Date: _____

Skill Drill 7-6 Using a Bag-Mask Device With One Rescuer

Task: Use a bag-mask device with one rescuer.					
Performance Observations: Candidate shall be able to correctly use a bag-mask device with one rescuer.					
Candidate Directive: "Properly use a bag-mask device with one rescuer."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Kneel above patient's head. Maintain patient's neck in an extended position. You must continue to stabilize head and maintain head either in an extended position for head tilt–chin lift maneuver or in neutral position for jaw-thrust maneuver. Open patient's mouth and check for fluids, foreign bodies, or dentures. Suction if needed. Consider use of an oral or nasal airway.				
2.	Select proper mask size. The mask should be large enough to seal over bridge of patient's nose and fit in groove between lower lip and chin.				
3.	Place mask over patient's face. Start by putting angled or grooved end of mask over bridge of nose. Then bring bottom of mask against groove between lower lip and chin.				
4.	Seal mask using an E-C clamp technique. Use your middle, ring, and little fingers to form an "E." Place these three fingers of one hand under angle of jaw. Lift up on jaw. Make a "C" with index finger and thumb of same hand and place them over mask. Clamp mask by lifting jaw and bringing mask in contact with jaw. Continue to hold mask in position.				
5.	Using your other hand, squeeze bag once every 5 seconds. Squeeze every 3 seconds for infants and children. Check for chest rise. While you squeeze bag, watch for a rise in chest. Avoid overinflating lungs or squeezing bag more frequently than recommended.				
6.	Add supplemental oxygen. Adjust flow on pressure regulator/flowmeter to deliver between 10 and 15 L/min and connect oxygen tubing from flowmeter outlet to inlet nipple on bag-mask device.				
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Skill Drill 7-7 Performing Infant Rescue Breathing

Task: Perform infant rescue breathing.					
Performance Observations: Candidate shall be able to correctly perform infant rescue breathing.					
Candidate Directive: "Properly perform infant rescue breathing."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Check for responsiveness by gently shaking infant's shoulder or tapping bottom of feet. If infant is unresponsive, place infant on his or her back and shout for help or activate EMS system.	☐	☐	☐	☐
2.	Check brachial pulse. Simultaneously check for absence of breathing or only gasping breaths by looking for rise and fall of infant's chest and listening for sound of air moving in and out of infant's mouth and nose.	☐	☐	☐	☐
3.	Check airway and open it by using head tilt–chin lift maneuver. Do not tip infant's head back too far because this may block infant's airway. Tilt it only enough to open airway.	☐	☐	☐	☐
4.	Begin rescue breathing. Cover infant's mouth and nose with your mouth. Breathe gently into infant's mouth and nose for 1 second. Watch chest rise with each breath. Remove your mouth and allow lungs to deflate. Do not overinflate an infant's lungs. Use small puffs of air, enough to make chest rise with each breath.	☐	☐	☐	☐
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Skill Drill 7-8 Managing Airway Obstruction in a Conscious Patient

Task: Manage airway obstruction in a conscious patient.					
Performance Observations: Candidate shall be able to correctly manage airway obstruction in a conscious patient.					
Candidate Directive: "Properly manage airway obstruction in a conscious patient."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Look for signs of choking. Ask, "Are you choking? Can you speak? Can I help you?" If there is no verbal response, assume airway obstruction is complete.	☐	☐	☐	☐
2.	Stand behind patient and position the thumb side of your fist against patient's abdomen, just above patient's navel.	☐	☐	☐	☐
3.	Press into patient's abdomen with a quick, upward thrust. Repeat abdominal thrusts until either foreign body is expelled or patient becomes unresponsive.	☐	☐	☐	☐
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Candidate Name: _____ Date: _____

Skill Drill Performing One-Rescuer Infant CPR

Task: Perform one-rescuer infant CPR.					
Performance Observations: Candidate shall be able to correctly perform one-rescuer infant CPR.					
Candidate Directive: "Properly perform one-rescuer infant CPR."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Position infant on a firm surface and establish infant's level of responsiveness. If infant has no pulse and is not breathing or only gasping, begin chest compressions using two middle fingers in middle of chest just below nipple line. Compress chest at least one-third depth of chest (about 1.5 inches [4 cm]) at a rate of 100 to 120 compressions per minute.				
2.	Open airway to a neutral or slight sniffing position using head tilt–chin lift maneuver. Give two slow breaths (1 second per breath) and watch for chest rise. Continue cycles of 30 chest compressions and two rescue breaths until infant moves or until other EMS providers arrive to take over care of patient. If you are by yourself with no communications device, perform 2 minutes of CPR before leaving victim to activate EMS system.				
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Skill Drill 8-1 Performing Adult Chest Compressions

Task: Perform adult chest compressions.					
Performance Observations: Candidate shall be able to correctly perform adult chest compressions.					
Candidate Directive: "Properly perform adult chest compressions."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Locate top and bottom of sternum. Place heel of your hand in center of chest, on lower half of sternum.				
2.	Place your other hand on top of your first hand and interlock your fingers. It is important to locate and maintain proper hand position while applying chest compressions. If your hands are too high, the force you apply will not produce adequate chest compressions. If your hands are too low, the force you apply may damage the liver. If your hands slip sideways off sternum and onto ribs, compressions will not be effective and you may damage ribs and lungs.				
3.	After you have both hands in proper position, compress the chest of an adult at least 2 inches (5 cm) straight down. For compressions to be effective, stay close to patient's side and lean forward so that your arms are directly over patient. Keep your back straight and your elbows stiff so you can apply force of your whole body to each compression, not just your arm muscles. Push hard and push fast. Compressions should be at rate of 100 to 120 compressions per minute in all patients. After every 30 chest compressions, give two rescue breaths (1 second per breath).				
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Skill Drill 8-2 Performing One-Rescuer Adult CPR

Task: Perform one-rescuer adult CPR.					
Performance Observations: Candidate shall be able to correctly perform one-rescuer adult CPR.					
Candidate Directive: "Properly perform one-rescuer adult CPR."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Establish unresponsiveness. Ask patient, "Are you okay?" Gently shake patient's shoulder. If you do not get a response, call for additional help, activate EMS system, and send someone to get an AED if one is available. Position patient so he or she is flat on his or her back on a hard surface. Position yourself so that your knees are alongside patient's chest.				
2.	Determine pulselessness by checking carotid pulse and simultaneously checking for no breathing or only gasping. Check pulse and breathing for no more than 10 seconds.				
3.	If patient has no pulse and is not breathing or only gasping, begin chest compressions. Place heel of one hand on top of first. Lock your fingers together and pull them upward so that only thing touching patient's chest is heel of your hand. Lean forward so your shoulders are directly over your hands and patient's sternum. Keep your arms straight and compress sternum at least 2 inches (5 cm), using weight of your body. Relax between compressions, allowing chest to fully recoil. Give 30 compressions at a rate of 100 to 120 compressions per minute, and count each one out loud as follows: "One and two and three and…" Each set of 30 compressions should take between 15 and 18 seconds to complete.				
4.	After 30 compressions, open airway using a head tilt-chin lift or a jaw-thrust maneuver if you suspect a head or spinal injury.				
5.	Give two rescue breaths (1 second each). Ensure that each breath produces visible chest rise. Continue cycles of 30 compressions and two rescue breaths until an AED arrives, patient care is assumed by other providers, or patient starts to move.				
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Skill Drill 8-3 Performing Two-Rescuer Adult CPR

Task: Perform two-rescuer adult CPR.					
Performance Observations: Candidate shall be able to correctly perform two-rescuer adult CPR.					
Candidate Directive: "Properly perform two-rescuer adult CPR."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Rescuer 1 establishes unresponsiveness. Rescuer 2 moves to patient's side to be ready to deliver chest compressions. Rescuer 1 activates EMS system.				
2.	If patient is unresponsive, Rescuer 1 determines pulselessness. Rescuer 1 simultaneously checks for signs of circulation and breathing by checking carotid pulse and watching for chest rise for no more than 10 seconds. If patient has no pulse and is not breathing or only gasping, rescuers begin CPR, starting with chest compressions.				
3.	Rescuer 2 performs 30 chest compressions at a rate of 100 to 120 compressions per minute.				
4.	Rescuer 1 opens airway with a head tilt–chin lift or, in case of a trauma or if a head or spinal injury is suspected, a jaw-thrust maneuver.				
5.	Rescuer 1 gives two ventilations of 1 second each and observes for visible chest rise. Continue CPR for five cycles of 30 compressions and two ventilations (about 2 minutes). After 2 minutes of CPR, rescuers switch positions. Switch time should take no longer than 5 seconds. Continue cycles of 30 chest compressions and two ventilations until an AED arrives, ALS personnel take over, or patient starts to move.				
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Skill Drill 8-4 Performing Automated External Defibrillation

Task: Performing automated external defibrillation.					
Performance Observations: Candidate shall be able to correctly performing automated external defibrillation.					
Candidate Directive: "Properly perform automated external defibrillation."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	If CPR is in progress when you arrive, check for effectiveness of chest compressions by checking for a pulse. It is important to limit amount of time compressions are interrupted. If patient is responsive, do not apply AED.				
2.	If patient is unresponsive, begin providing chest compressions as soon as possible. Perform compressions and rescue breaths at a ratio of 30 compressions to two breaths, continuing until an AED arrives and is ready for use. It is important to start chest compressions and use AED as soon as possible. Compressions provide vital blood flow to heart and brain, improving patient's chance of survival. If cardiac arrest is witnessed, attach AED as soon as it is available.				
3.	Turn on AED. Remove clothing from patient's chest area. Apply pads to chest: one just to right of breastbone (sternum) just below collarbone (clavicle), other on left lower chest area with top of pad 2 to 3 inches (5 to 8 cm) below armpit. Be sure that pads are attached to patient cables (and that they are attached to AED in some models). Plug pads' connectors into AED.				
4.	Stop CPR. State aloud, "Clear patient," and ensure that no one is touching patient. Push analyze button, if there is one, and wait for AED to determine if a shockable rhythm is present. If your AED has voice prompts, follow verbal instructions. Allow AED to analyze rhythm. If a shock is not advised, perform five cycles (about 2 minutes) of CPR, beginning with chest compressions. Then reassess patient's pulse and reanalyze cardiac rhythm. If a shock is advised, reconfirm that no one is touching patient and push shock button. After shock is delivered, immediately resume CPR, beginning with chest compressions.				
5.	After five cycles (about 2 minutes) of CPR, reanalyze patient's cardiac rhythm. Do not interrupt chest compressions for more than 10 seconds. Repeat cycle of 2 minutes of CPR, one shock (if indicated), and 2 minutes of CPR. Arrange for transport, and contact medical control as needed.				
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Skill Drill 9-1 Performing a Secondary Assessment

Task: Performing the secondary assessment.					
Performance Observations: Candidate shall be able to correctly perform a secondary assessment.					
Candidate Directive: "Properly perform a secondary assessment."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Assess the head. Use both hands to thoroughly examine all areas of scalp. Do not move patient's head, especially if patient is unconscious or has sustained a spinal injury. Be sure to check entire head for bumps, areas of tenderness, and bleeding.				
2.	Assess eyes. Cover one of patient's eyes for 5 seconds, then quickly open eyelid and watch pupil. If you are examining a patient's eyes at night or in dark, use a flashlight and aim light at closed eye.				
3.	Assess nose for tenderness or deformity. Check to see if there is any blood or fluid coming from nose.				
4.	Assess mouth for foreign objects. Be sure to carefully clear away any material that obstructs patient's airway. In addition, be ready to manage any vomiting.				
5.	Check for unusual breath odors. Do not allow presence of alcohol on patient's breath to change way you treat patient. In fact, if you detect smell of alcohol, you should conduct an especially careful physical exam, particularly if patient appears to be severely injured.				
6.	Assess neck and face. Be sure to touch vertebrae to see whether gentle pressure produces pain. Check neck veins and look for a stoma.				
7.	Assess work of breathing. If patient is conscious, ask him or her to take a deep breath and tell you whether he or she feels any pain on inhalation or exhalation.				
8.	Assess chest for injury. Look and listen for signs of difficult breathing. Look at both sides of chest completely, noting any injuries; bleeding; or sections of chest that move abnormally, unequally, or painfully. Apply firm but gentle pressure to collarbone to check for fractures. Check chest for fractured ribs by placing your hands on chest and pushing down gently but firmly. Then put your hands on each side of chest and push inward, gently squeezing chest.				
9.	Assess abdomen. Look for any signs of external bleeding, penetrating injuries, or protruding parts. Ask patient to relax stomach muscles and observe whether stomach remains rigid. Note if clothing has been soiled with urine or feces and check genital area for external injuries.				
10.	Assess pelvis. Check for signs of obvious bruising, bleeding, or swelling. If no pain is reported by patient, then gently press on pelvic bones. If patient reports pain or tenderness or if you note any movement, a severe injury may be present.				

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11.	Assess back. Check patient's back one side at a time. Use one hand to gently lift patient's shoulder and then, using your other hand, slide it down patient's back as you inspect surface. If patient has been injured, move as a unit, taking care to support head and spine to keep them in proper alignment.				
12.	Assess extremities. Exam consists of the following five steps: Observe extremity to determine if there is any visible injury. Examine for tenderness in each extremity by encircling it with both hands and gently, but firmly, squeezing each part of limb. Ask patient to move extremity, checking for normal movement. Determine if there is any pain when patient moves extremity. Check for sensation by touching bare skin of each extremity. Assess circulatory status of each extremity by checking for presence of a distal pulse and capillary refill.				
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Skill Drill 14-1 Controlling Bleeding With a Tourniquet

Task: Control bleeding with a tourniquet.					
Performance Observations: Candidate shall be able to correctly control bleeding with a tourniquet.					
Candidate Directive: "Properly control bleeding with a tourniquet."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Apply direct pressure with a dry, sterile dressing.	☐	☐	☐	☐
2.	Pull band tightly and fasten it back in itself all way around limb. Be sure that it is tight enough that you cannot slide your finger under band.	☐	☐	☐	☐
3.	Check for bleeding. If bleeding continues or a distal pulse is felt, consider additional tightening. Secure rod between clips or with a band if provided. Document time tourniquet was applied.	☐	☐	☐	☐
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Skill Drill 15-1 Checking Circulation, Sensation, and Movement in an Injured Extremity

Task: Check circulation, sensation, and movement in an injured extremity.					
Performance Observations: Candidate shall be able to correctly check circulation, sensation, and movement in an injured extremity.					
Candidate Directive: "Properly check circulation, sensation, and movement in an injured extremity."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	**Pulse.** Feel pulse distal to point of injury. If patient has an upper extremity injury, check radial pulse.	☐	☐	☐	☐
2.	If patient has a lower extremity injury, check tibial pulse.	☐	☐	☐	☐
3.	**Capillary refill.** Test capillary refill in finger or toe of any injured limb. Firm pressure on tip of nail causes nail bed to turn white.	☐	☐	☐	☐
4.	Release pressure and normal pink color should return by time it takes to say "capillary refill."	☐	☐	☐	☐
5.	**Sensation.** Patient's ability to feel your light touch on fingers or toes is a good indication that nerve supply is intact. In hand, check sensation by lightly touching tips of index and little fingers.	☐	☐	☐	☐
6.	In foot, check tip of big toe and top of foot for sensation.	☐	☐	☐	☐
7.	**Movement.** If hand or foot is injured, do not have patient perform steps 7 or 8. Check for movement of upper extremities by asking patient to open and close fist.	☐	☐	☐	☐
8.	Check for movement of lower extremities by asking patient to flex and extend ankle. These simple movements indicate that nerves to these muscles are working. Sometimes any attempt at motion will produce pain. In this situation, do not ask patient to move limb any further.	☐	☐	☐	☐
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Skill Drill 15-2 Applying a Vacuum Splint

Task: Apply a vacuum splint.					
Performance Observations: Candidate shall be able to correctly apply a vacuum splint.					
Candidate Directive: "Properly apply a vacuum splint."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Assess distal pulse and motor and sensory functions. Your partner stabilizes the injured limb, applying traction as needed.	☐	☐	☐	☐
2.	Gently place injured limb onto vacuum splint, and wrap splint around limb.	☐	☐	☐	☐
3.	Open valve and suction air from splint until it becomes rigid and supports limb deformity. Close valve to maintain stability and secure splint. Monitor distal circulation and nervous function for any change.	☐	☐	☐	☐
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Skill Drill 15-3 Stabilizing Forearm

Task: Apply a splint to forearm. In this example, the SAM splint is used.					
Performance Observations: Candidate shall be able to correctly apply a splint to forearm.					
Candidate Directive: "Properly apply a splint to forearm."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Support and stabilize injured limb. Form SAM splint to injured forearm.	☐	☐	☐	☐
2.	Place splint under injured limb.	☐	☐	☐	☐
3.	Secure splint in place with gauze. Recheck pulse, capillary refill, and sensation of injured forearm.	☐	☐	☐	☐
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Skill Drill 15-4 Applying a Zippered Air Splint

Task: Apply a zippered air splint.					
Performance Observations: Candidate shall be able to correctly apply a zippered air splint.					
Candidate Directive: "Properly apply a zippered air splint."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Apply gentle traction to limb and support site of injury. Have your partner place open, deflated splint around limb.				
2.	Zip up splint and inflate it by mouth, then test pressure in splint. With proper inflation, you should just be able to compress walls of splint together with a firm pinch between thumb and index finger near edge of splint. Check and record pulse and motor and sensory functions and monitor them periodically until patient reaches hospital.				
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Skill Drill 15-5 Applying an Unzippered Air Splint

Task: Apply an unzippered air splint.					
Performance Observations: Candidate shall be able to correctly apply an unzippered air splint.					
Candidate Directive: "Properly apply an unzippered air splint."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Assess distal pulse and motor and sensory functions. Your partner supports patient's injured limb until splinting is complete. Place your arm through splint. Extend your hand beyond splint, and grasp hand or foot of injured limb.	☐	☐	☐	☐
2.	Apply gentle traction to hand or foot while sliding splint onto injured limb. Hand or foot of injured limb should always be included in splint.	☐	☐	☐	☐
3.	Your partner inflates splint by mouth. Test pressure in splint. Check and record pulse and motor and sensory functions, and monitor them en route.	☐	☐	☐	☐
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Skill Drill 15-6 Applying a Traction Splint

Task: Apply a traction splint.					
Performance Observations: Candidate shall be able to correctly apply a traction splint.					
Candidate Directive: "Properly apply a traction splint."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Place splint beside patient's uninjured limb and adjust it to proper length. Open and adjust four support straps. Position support straps at midthigh, above knee, below knee, and above ankle.				
2.	Rescuer 1 supports and stabilizes injured limb while Rescuer 2 fastens ankle hitch above patient's ankle and foot.				
3.	Rescuer 1 supports leg at site of suspected injury while Rescuer 2 manually applies gentle traction to ankle hitch and foot. Use only enough force to reposition limb so it will fit into splint.				
4.	Rescuer 1 slides splint into position under patient's injured limb.				
5.	Pad groin area and gently apply strap around midthigh.				
6.	Rescuer 1 connects loops of ankle hitch to end of splint while Rescuer 2 continues to maintain traction. Apply gentle traction to connecting strap between ankle hitch and splint, just strongly enough to maintain limb alignment. Once proper traction is applied, fasten support straps to hold limb securely in splint. Check all support straps to make sure they are secure.				
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Skill Drill 15-7 Applying an Air Splint to Leg

Task: Apply an air splint to the leg.					
Performance Observations: Candidate shall be able to correctly apply an air splint to the leg.					
Candidate Directive: "Properly apply an air splint to the leg."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Rescuer 1 supports injured limb. Rescuer 2 slides splint under limb.	☐	☐	☐	☐
2.	Rescuer 2 places splint around limb.	☐	☐	☐	☐
3.	Rescuer 1 slides his or her hands out of splint while Rescuer 2 inflates splint. Either rescuer rechecks pulse, capillary refill, and sensation of injured leg.	☐	☐	☐	☐
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Skill Drill 15-8 Applying a Pillow Splint for Ankle or Foot Injury

Task: Apply a pillow splint to an injured ankle or foot.					
Performance Observations: Candidate shall be able to correctly apply a pillow splint to an injured ankle or foot.					
Candidate Directive: "Properly apply a pillow splint to an injured ankle or foot."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Place a pillow under injured limb. Mold pillow around foot and ankle.	☐	☐	☐	☐
2.	Secure pillow with cravats, swathes, or bandages.	☐	☐	☐	☐
3.	Recheck pulse, capillary refill, and sensation.	☐	☐	☐	☐
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Skill Drill 15-9 Stabilizing Cervical Spine and Maintaining an Open Airway

Task: Stabilize cervical spine and maintain an open airway.					
Performance Observations: Candidate shall be able to correctly stabilize cervical spine and maintain and open airway.					
Candidate Directive: "Properly stabilize cervical spine and maintain an open airway."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Stabilize head and prevent movement of neck. Place head and neck in a neutral position.	☐	☐	☐	☐
2.	In this position, rescuer can maintain an open airway with jaw-thrust maneuver. Do not manipulate or twist head and neck. After you have manually stabilized head and neck, you must maintain support until entire spine is fully immobilized. Use a rigid collar and a long or short backboard (or scoop) to immobilize cervical spine.	☐	☐	☐	☐
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Skill Drill 15-10 Removing Mask on a Sports Helmet

Task: Remove mask on a sports helmet.					
Performance Observations: Candidate shall be able to correctly remove mask on a sports helmet.					
Candidate Directive: "Properly remove mask on a sports helmet."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Stabilize patient's head and helmet in a neutral, in-line position. Then remove mask in one of two ways.	☐	☐	☐	☐
2.	**Method 1.** If a trainer's tool designed for cutting retaining clips is not available, or if using it is unfamiliar, unscrew retaining clips from face mask. Assess patient's airway.	☐	☐	☐	☐
3.	**Method 2.** If a trainer's tool designed for cutting retaining clips is available, and you are comfortable using it, use this tool to cut clips. Assess patient's airway.	☐	☐	☐	☐
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Skill Drill 15-11 Removing a Helmet

Task: Remove a helmet.					
Performance Observations: Candidate shall be able to correctly remove a helmet.					
Candidate Directive: "Properly remove a helmet."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Kneel down at patient's head and open face shield so that you can assess airway and breathing. Remove eyeglasses if patient is wearing them. Stabilize helmet by placing your hands on either side of it, ensuring that your fingers are on patient's lower jaw to prevent movement of head. Your partner can then loosen strap.	☐	☐	☐	☐
2.	After strap is loosened, your partner should place one hand on patient's lower jaw and other behind head at occiput.	☐	☐	☐	☐
3.	Once your partner's hands are in position, gently slip helmet off about halfway and then stop.	☐	☐	☐	☐
4.	Have your partner slide his or her hand from occiput to back of head to prevent head from snapping back once helmet is removed.	☐	☐	☐	☐
5.	With your partner's hand in place, remove helmet and stabilize cervical spine. Apply a cervical collar and then secure patient to a long backboard. With large helmets or small patients, you may need to pad under shoulders.	☐	☐	☐	☐
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Skill Drill 16-1 Putting on Sterile Gloves

Task: Put on sterile gloves.					
Performance Observations: Candidate shall be able to correctly put on sterile gloves.					
Candidate Directive: "Properly put on sterile gloves."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Carefully open sterile glove package without touching gloves.	☐	☐	☐	☐
2.	Pick up first glove by grasping one edge.	☐	☐	☐	☐
3.	Pull on first glove, being careful not to touch outside of glove.	☐	☐	☐	☐
4.	Grasp second glove by sliding two fingers of your gloved hand into rolled edge.	☐	☐	☐	☐
5.	Put on second glove.	☐	☐	☐	☐
6.	Keep gloves as sterile as possible.	☐	☐	☐	☐
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Skill Drill 16-2 Resuscitating a Newborn

Task: Resuscitate a newborn.					
Performance Observations: Candidate shall be able to correctly resuscitate a newborn.					
Candidate Directive: "Properly resuscitate a newborn."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Tilt newborn's head down and to side to encourage drainage of mucus. Use a gauze pad to clear secretions from newborn's mouth and nose.				
2.	Suction mouth and nose with a bulb syringe. Other ways to stimulate breathing include gently flicking your fingers against soles of newborn's feet and/or rubbing newborn's back. Do not handle newborn roughly. If newborn is still not breathing, proceed to next step.				
3.	Begin mouth-to-mouth-and-nose or mouth-to-mask breathing by gently puffing twice into newborn's mouth and nose with only enough force to cause newborn's chest to rise. If the newborn begins to cry and breathe on his or her own, support and assist respirations and recheck airway to be sure it remains clear.				
4.	If newborn is still not breathing, continue mouth-to-mouth-and-nose or mouth-to-mask breathing and check for a brachial pulse.				
5.	If you cannot feel a brachial pulse or if heart rate is less than 60 beats per minute, begin chest compressions. Use your middle fingers to depress newborn's chest. Continue CPR until newborn begins breathing adequately and has a strong pulse of over 60 beats per minute or until newborn is pronounced dead by a physician. Provide rapid transport to hospital.				
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Skill Drill 17-1 Inserting an Oral Airway in a Child

Task: Insert an oral airway in a child.					
Performance Observations: Candidate shall be able to correctly insert an oral airway in a child.					
Candidate Directive: "Properly insert an oral airway in a child."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Select proper size oral airway by measuring from patient's earlobe to corner of mouth.	☐	☐	☐	☐
2.	Position patient's airway. If emergency is medical, use head tilt-chin lift maneuver, avoiding hyperextension. If patient has a traumatic injury, use jaw-thrust maneuver.	☐	☐	☐	☐
3.	Depress patient's tongue with a tongue blade. Press tongue forward and away from roof of mouth. Follow anatomic curve of roof of patient's mouth to slide airway into place. Be gentle. Mouths of children and infants are fragile.	☐	☐	☐	☐
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Skill Drill 20-1 Accessing Vehicle Through Window

Task: Access a vehicle through window.					
Performance Observations: Candidate shall be able to correctly access a vehicle through window.					
Candidate Directive: "Properly access a vehicle through window."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Wear heavy-duty leather gloves and eye protection. Place spring-loaded center punch at lower corner of window.	☐	☐	☐	☐
2.	Press on center punch to break window.	☐	☐	☐	☐
3.	With gloved hands, remove broken glass to outside of vehicle.	☐	☐	☐	☐
4.	Enter vehicle through window.	☐	☐	☐	☐
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Skill Drill 20-2 Airway Management in a Vehicle

Task: Manage a patient's airway in a vehicle.					
Performance Observations: Candidate shall be able to correctly manage a patient's airway in a vehicle.					
Candidate Directive: "Properly manage a patient's airway in a vehicle."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Place one hand under patient's chin and your other hand on back of patient's head.	☐	☐	☐	☐
2.	Raise patient's head to a neutral position to open airway.	☐	☐	☐	☐
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Skill Drill 20-3 Turning a Patient in Water

Task: Turn a patient in water.					
Performance Observations: Candidate shall be able to correctly turn a patient in water.					
Candidate Directive: "Properly turn a patient in water."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Support back and head with one hand. Place your other hand on front of patient to keep head and neck stabilized.	☐	☐	☐	☐
2.	Keep head in neutral position and carefully turn patient as a unit.	☐	☐	☐	☐
3.	Stabilize patient's head and neck.	☐	☐	☐	☐
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