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Skill Drill 2-1 Proper Glove Removal Technique

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 the first glove by pinching at the wrist. Be careful to touch only the outside of the glove.	☐	☐	☐	☐
2.	Remove the second glove by pinching the exterior with your partially gloved hand.	☐	☐	☐	☐
3.	Pull the second glove inside out toward the fingertips.	☐	☐	☐	☐
4.	Grasp both gloves with your free hand, touching only the clean, interior surfaces.	☐	☐	☐	☐
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Skill Drill 2-2 Managing a Potential Exposure

Task: Manage potential exposure.					
Performance Observations: The candidate should be able to demonstrate how to manage a potential exposure.					
Candidate Directive: "Manage a potential exposure."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	En route to the scene, make sure that PPE is out and available.				
2.	On arrival, make sure the scene is safe to enter. Obtain information about possible airborne diseases before making entry, if possible. Then perform a rapid scan of the patient, noting whether any blood or body fluids are present. Select the proper PPE according to the tasks you are likely to perform. Typically, gloves will be used for all patient contacts.				
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Skill Drill 8-1 Performing the Power Lift

Task: Perform the power lift.					
Performance Observations: The candidate shall be able to correctly perform the power lift.					
Candidate Directive: "Properly perform the power lift."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Lock your back in a slight curve. Spread and bend your legs. Grasp the backboard, palms up and just in front of you. Balance and center the weight between your arms.				
2.	Position your feet, straddle the object, and distribute your weight evenly. Lift by straightening your legs, keeping your back locked in.				
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Skill Drill 8-2 Performing the Diamond Carry

Task: Perform the diamond carry.					
Performance Observations: The candidate shall be able to correctly perform the diamond carry.					
Candidate Directive: "Properly perform the diamond carry."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Position yourselves facing the patient.	☐	☐	☐	☐
2.	The providers at each side turn the head-end hand palm down and release the other hand.	☐	☐	☐	☐
3.	The providers at each side turn toward the foot end. The provider at the foot end turns to face forward.	☐	☐	☐	☐
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Skill Drill 8-3 Performing the One-Handed Carry

Task: Perform the one-handed carry.					
Performance Observations: The candidate shall be able to correctly perform the one-handed carry.					
Candidate Directive: "Properly perform the one-handed carry."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Face each other and use both hands.	☐	☐	☐	☐
2.	Lift the backboard to carrying height.	☐	☐	☐	☐
3.	Turn in the direction you will walk, and switch to using one hand.	☐	☐	☐	☐
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Skill Drill 8-4 Using a Stair Chair

Task: Use a stair chair.					
Performance Observations: The candidate shall be able to correctly use a stair chair.					
Candidate Directive: "Properly use a stair chair."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Position and secure the patient on the chair with straps. Take your places at the head and foot of the chair.	☐	☐	☐	☐
2.	Lower the chair to roll on landings and for transfer to the stretcher.	☐	☐	☐	☐
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Skill Drill 8-5 Carrying a Patient on Stairs

Task: Carry a patient on stairs.					
Performance Observations: The candidate shall be able to correctly carry a patient on stairs.					
Candidate Directive: "Properly carry a patient on stairs."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Strap the patient securely. Make sure one strap is tight across the upper torso (without restricting breathing), under the arms (an alternative is to place a strap under the feet securing the strap to the handles), and secured to the handles to prevent the patient from sliding.	☐	☐	☐	☐
2.	Carry a patient downstairs with the foot end first, always keeping the head elevated.	☐	☐	☐	☐
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Skill Drill 8-6 Loading a Stretcher Into an Ambulance

Task: Load a stretcher into an ambulance.					
Performance Observations: The candidate shall be able to correctly load a stretcher into an ambulance.					
Candidate Directive: "Properly load a stretcher into an ambulance."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Lift the stretcher into the load position, and place it into the patient compartment with the wheels on the floor and the safety bar latched on the hook.	☐	☐	☐	☐
2.	The second EMT on the side of the stretcher releases the undercarriage lock and lifts the undercarriage. If this is a power lift unit, the second EMT should stand next to the patient for stabilization, if needed.	☐	☐	☐	☐
3.	Roll the stretcher into the back of the ambulance.	☐	☐	☐	☐
4.	Secure the stretcher to the clamps mounted in the ambulance.	☐	☐	☐	☐
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Skill Drill 8-7 Performing the Rapid Extrication Technique

Task: Perform the rapid extrication technique.					
Performance Observations: The candidate shall be able to correctly perform the rapid extrication technique.					
Candidate Directive: "Properly perform the rapid extrication technique."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	The first provider provides in-line manual support of the head and cervical spine.	☐	☐	☐	☐
2.	The second provider gives commands, applies a cervical collar, and performs the primary assessment.	☐	☐	☐	☐
3.	The second provider supports the torso. The third provider frees the patient's legs from the pedals and moves the legs together, without moving the pelvis or spine.	☐	☐	☐	☐
4.	The second provider and the third provider rotate the patient as a unit in several short, coordinated moves. The first provider (relieved by the fourth provider as needed) supports the patient's head and neck during rotation (and later steps).	☐	☐	☐	☐
5.	The first (or fourth) provider places the backboard on the seat against the patient's buttocks. (Use of a backboard may depend on local protocols.)	☐	☐	☐	☐
6.	The third provider moves to an effective position for sliding the patient. The second and the third providers slide the patient along the backboard in coordinated 8- to-12-inch (20- to-30-cm) moves until the patient's hips rest on the backboard.	☐	☐	☐	☐
7.	The third provider exits the vehicle, moves to the backboard opposite the second provider and they continue to slide the patient until the patient is fully on the backboard.	☐	☐	☐	☐
8.	The first (or fourth) provider continues to stabilize the head and neck while the second provider and the third provider carry the patient away from the vehicle and onto the prepared stretcher.	☐	☐	☐	☐
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Skill Drill 8-8 Performing the Direct Ground Lift

Task: Perform the direct ground lift.					
Performance Observations: The candidate shall be able to correctly perform the direct ground lift.					
Candidate Directive: "Properly perform the direct ground lift."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Line up on one side of the patient, with one provider at the head, one at the waist, and one at the patient's knees. All providers should be kneeling. Place the patient's arms on his or her chest, if possible.				
2.	On command, lift the patient to knee level.				
3.	On command, roll the patient toward your chest, and then stand and carry the patient to the stretcher.				
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Skill Drill 8-9 Performing the Extremity Lift

Task: Perform the extremity lift.					
Performance Observations: The candidate shall be able to correctly perform the extremity lift.					
Candidate Directive: "Properly perform the extremity lift."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	The patient's hands are crossed over the chest. Grasp the patient's wrists or forearms and pull the patient to a sitting position.	☐	☐	☐	☐
2.	Your partner moves to a position between the patient's legs, facing in the same direction as the patient, and places his or her hands under the knees.	☐	☐	☐	☐
3.	Rise to a crouching position. On command, lift and begin to move.	☐	☐	☐	☐
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Skill Drill 8-10 Performing the Direct Carry

Task: Perform a direct carry.					
Performance Observations: The candidate shall be able to correctly perform a direct carry.					
Candidate Directive: "Properly perform a direct carry."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Position the stretcher parallel to the bed. Secure the stretcher to prevent movement. Face the patient while standing between the bed and the stretcher. Position your arms under the patient's neck and shoulders. Your partner should position his hands under the patient's knees.				
2.	Lift the patient from the bed in a smooth, coordinated fashion.				
3.	Slowly carry the patient to the stretcher.				
4.	Gently lower the patient onto the stretcher and secure with straps.				
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Skill Drill 8-11 Using a Scoop Stretcher

Task: Use a scoop stretcher.					
Performance Observations: The 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.	Adjust the length of the stretcher.	☐	☐	☐	☐
2.	Slide the stretcher into place under the patient's sides, one side at a time. Slight movement of the patient may be needed to get the scoop stretcher under the patient.	☐	☐	☐	☐
3.	Lock the stretcher ends together, and avoid pinching both the patient and your fingers!	☐	☐	☐	☐
4.	Secure the patient to the scoop stretcher, and transfer it to the stretcher.	☐	☐	☐	☐
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Skill Drill 8-12 Logrolling a Patient on the Ground

Evaluator Instructions: Perform logrolling a patient on the ground.					
Performance Observations: The candidate shall be able to correctly logroll a patient on the ground.					
Candidate Directive: "Properly logroll a patient on the ground using a blanket."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Prepare the blanket by rolling it up by half.	☐	☐	☐	☐
2.	Logroll the patient.	☐	☐	☐	☐
3.	Position the blanket that has been rolled up half way underneath the patient. Logroll the patient back onto the blanket and then in the opposite direction to unroll the blanket.	☐	☐	☐	☐
4.	Logroll the patient back onto his or her back, and roll up the ends of the blanket for lifting. Lift the blanket and transfer the patient to the stretcher.	☐	☐	☐	☐
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Skill Drill 10-1 Performing a Rapid Exam to Identify Life Threats

Task: Perform a rapid exam to identify life threats.					
Performance Observations: The candidate shall be able to correctly perform a rapid exam to identify life threats.					
Candidate Directive: "Properly perform a rapid exam to identify life threats."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Assess the head. Have your partner maintain in-line spinal stabilization, if indicated.	☐	☐	☐	☐
2.	Assess the neck (anterior: trachea and jugular veins, posterior: deformity).	☐	☐	☐	☐
3.	Assess the chest. Listen to breath sounds on both sides of the chest.	☐	☐	☐	☐
4.	Assess the abdomen.	☐	☐	☐	☐
5.	Assess the pelvis. If there is no pain, gently compress the pelvis downward and inward to look for tenderness and instability.	☐	☐	☐	☐
6.	Assess all four extremities. Assess the pulse and motor and sensory function.	☐	☐	☐	☐
7.	Assess the patient's back. If spinal immobilization is indicated, do so with minimal movement to the patient's spine by log rolling the patient in one motion.	☐	☐	☐	☐
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Skill Drill 10-2 Performing the Secondary Assessment[a]

Task: Perform the secondary assessment.					
Performance Observations: The candidate shall be able to correctly perform the secondary assessment.					
Candidate Directive: "Properly perform the secondary assessment."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Observe the face.	☐	☐	☐	☐
2.	Inspect the area around the eyes and eyelids.	☐	☐	☐	☐
3.	Examine the eyes for redness and contact lenses. Check pupil function.	☐	☐	☐	☐
4.	Look behind the ears for Battle sign.	☐	☐	☐	☐
5.	Check the ears for drainage or blood.	☐	☐	☐	☐
6.	Observe and palpate the head.	☐	☐	☐	☐
7.	Palpate the zygomas.	☐	☐	☐	☐
8.	Palpate the maxillae.	☐	☐	☐	☐
9.	Check the nose for blood and drainage.	☐	☐	☐	☐
10.	Palpate the mandible.	☐	☐	☐	☐
11.	Assess the mouth and nose.	☐	☐	☐	☐
12.	Check for unusual breath odors.	☐	☐	☐	☐
13.	Inspect the neck. Observe for jugular vein distention.	☐	☐	☐	☐
14.	Palpate the front and back of the neck.	☐	☐	☐	☐
15.	Inspect the chest, and observe breathing motion.	☐	☐	☐	☐
16.	Gently palpate over the ribs.	☐	☐	☐	☐
17.	Listen to anterior breath sounds (midaxillary, midclavicular).	☐	☐	☐	☐
18.	Listen to posterior breath sounds (bases, apices).	☐	☐	☐	☐
19.	Observe and then palpate the abdomen and pelvis.	☐	☐	☐	☐
20.	Gently compress the pelvis from the sides.	☐	☐	☐	☐
21.	Gently press the iliac crests.	☐	☐	☐	☐

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22.	Inspect the extremities; assess distal circulation and motor and sensory function.	☐	☐	☐	☐
23.	Log roll the patient, and inspect the back.	☐	☐	☐	☐
[a] When performing a secondary assessment on a patient who has sustained significant trauma, maintain spinal motion restriction.		☐	☐	☐	☐
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Skill Drill 10-3 Obtaining Blood Pressure by Auscultation

Evaluator Instructions: Obtain blood pressure by auscultation.					
Performance Observations: The candidate shall be able to correctly obtain blood pressure by auscultation.					
Candidate Directive: "Properly obtain blood pressure by auscultation."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Follow standard precautions. Check for a dialysis fistula, central line, previous mastectomy, and injury to the arm. If any are present, use the brachial artery on the other arm. Apply the cuff snugly. The lower border of the cuff should be about 1 inch (2.5 cm) above the antecubital space.	☐	☐	☐	☐
2.	Support the exposed arm at the level of the heart. Palpate the brachial artery.	☐	☐	☐	☐
3.	Place the stethoscope over the brachial artery, and grasp the ball-pump and turn-valve.	☐	☐	☐	☐
4.	Close the valve, and pump to 30 mm Hg above the point at which you stop hearing pulse sounds. Note the systolic and diastolic pressures as you let air escape slowly.	☐	☐	☐	☐
5.	Open the valve, and quickly release remaining air.	☐	☐	☐	☐
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Skill Drill 10-4 Obtaining Blood Pressure by Palpation

Evaluator Instructions: Obtain blood pressure by palpation.					
Performance Observations: The candidate shall be able to correctly obtain blood pressure by palpation.					
Candidate Directive: "Properly obtain blood pressure by palpation."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Secure the appropriately sized cuff around the patient's upper arm.	☐	☐	☐	☐
2.	With your nondominant hand, palpate the patient's radial pulse on the same arm as the cuff. Once you have located it, do not move your fingertips until you have completed taking the blood pressure.	☐	☐	☐	☐
3.	While holding the ball-pump in your other hand, close the turn-valve and slowly inflate the cuff until the pulse disappears and then continue to inflate another 30 mm Hg. As the cuff inflates, you will no longer feel the pulse under your fingertips.	☐	☐	☐	☐
4.	Open the turn-valve so that air slowly escapes from the cuff, and carefully observe the gauge. When you can again feel the radial pulse under your fingertips, note the reading on the gauge as the patient's systolic blood pressure.	☐	☐	☐	☐
5.	Next, open the turn-valve further, and completely deflate the cuff. Document your findings, including the time, and note that the pressure was taken by palpation.	☐	☐	☐	☐
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Skill Drill 10-5 Assessing Neurovascular Status

Evaluator Instructions: Assess neurovascular status.					
Performance Observations: The candidate shall be able to correctly assess neurovascular status.					
Candidate Directive: "Properly assess the neurovascular status."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Palpate the radial pulse in the upper extremity.	☐	☐	☐	☐
2.	Palpate the posterior tibial and dorsalis pedis pulses in the lower extremity.	☐	☐	☐	☐
3.	Assess capillary refill by blanching a fingernail or toenail.	☐	☐	☐	☐
4.	Assess sensation on the flesh near the tip of the index finger and thumb, as well as the little finger.	☐	☐	☐	☐
5.	On the foot, first check sensation on the flesh near the tip of the big toe.	☐	☐	☐	☐
6.	Also check sensation on the side of the foot.	☐	☐	☐	☐
7.	For an upper extremity injury, evaluate motor function by asking the patient to open the hand. (Perform motor tests only if the hand or foot is not injured. Stop a test if it causes pain.)	☐	☐	☐	☐
8.	Also ask the patient to make a fist.	☐	☐	☐	☐
9.	For a lower extremity injury, ask the patient to flex the foot and toes (ask the patient to "push down on the gas").	☐	☐	☐	☐
10.	Also have the patient extend the foot and ankle and pull the toes and foot toward the nose.	☐	☐	☐	☐
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Skill Drill 10-6 Assessing Blood Glucose Level

Evaluator Instructions: Assess the blood glucose level.					
Performance Observations: The candidate shall be able to correctly assess the blood glucose level.					
Candidate Directive: "Properly assess the blood glucose level."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Take standard precautions. Cleanse the site (finger) with antiseptic.	☐	☐	☐	☐
2.	Puncture the site with the lancet needle.	☐	☐	☐	☐
3.	Dispose of the needle in a sharps container.	☐	☐	☐	☐
4.	Obtain a drop of blood on the test strip. Insert the test strip into the glucometer, and activate the device per manufacturer's instructions. Some manufacturers may require the test strip to be inserted before the blood sample is applied.	☐	☐	☐	☐
5.	Place a bandage over the puncture site.	☐	☐	☐	☐
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Skill Drill 11-1 Performing Pulse Oximetry

Task: Perform pulse oximetry.					
Performance Observations: The candidate shall be able to correctly perform pulse oximetry.					
Candidate Directive: "Properly perform pulse oximetry."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Clean the patient's finger and place the index or middle finger into the pulse oximeter probe. Turn on the pulse oximeter and note the LED reading of the SpO_2.	☐	☐	☐	☐
2.	Palpate the radial pulse to ensure that it correlates with the LED display on the pulse oximeter.	☐	☐	☐	☐
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Skill Drill 11-2 Positioning the Unconscious Patient

Task: Position the unconscious patient.					
Performance Observations: The candidate shall be able to correctly position the unconscious patient.					
Candidate Directive: "Properly position the unconscious patient."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Support the head while your partner straightens the patient's legs.	☐	☐	☐	☐
2.	Have your partner place his or her hand on the patient's far shoulder and hip.	☐	☐	☐	☐
3.	Roll the patient as a unit with the EMT at the patient's head calling the count to begin the move.	☐	☐	☐	☐
4.	Open and assess the patient's airway and breathing status.	☐	☐	☐	☐
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Skill Drill 11-3 Suctioning a Patient's Airway

Task: Suction a patient's airway.					
Performance Observations: The candidate shall be able to correctly suction a patient's airway.					
Candidate Directive: "Properly suction a patient's airway."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Make sure the suctioning unit is properly assembled and turn it on. Clamp the tubing, and make sure that the unit generates a vacuum of more than 300 mm Hg.	☐	☐	☐	☐
2.	Measure the catheter from the corner of the mouth to the earlobe or angle of the jaw.	☐	☐	☐	☐
3.	Turn the patient's head to the side (unless you suspect cervical spine injury), open the mouth using the cross-finger technique or tongue-jaw lift, and insert the catheter to the predetermined depth without suctioning.	☐	☐	☐	☐
4.	Apply suction in a circular motion as you withdraw the catheter.	☐	☐	☐	☐
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Skill Drill 11-4 Inserting an Oral Airway

Task: Insert an oral airway.					
Performance Observations: The 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.	Size the airway by measuring from the patient's earlobe to the corner of the mouth.	☐	☐	☐	☐
2.	Open the patient's mouth with the cross-finger technique. Hold the airway upside down with your other hand. Insert the airway with the tip facing the roof of the mouth.	☐	☐	☐	☐
3.	Rotate the airway 180°. Insert the airway until the flange rests on the patient's lips and teeth. In this position, the airway will hold the tongue forward.	☐	☐	☐	☐
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Skill Drill 11-5 Inserting an Oral Airway With a 90° Rotation

Task: Insert an oral airway with a 90° rotation.					
Performance Observations: The candidate shall be able to correctly insert an oral airway with a 90° rotation.					
Candidate Directive: "Properly insert an oral airway with a 90° rotation."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Depress the tongue so that it remains forward.	☐	☐	☐	☐
2.	Insert the oral airway sideways from the corner of the mouth, until the flange reaches the teeth.	☐	☐	☐	☐
3.	Rotate the oral airway 90°. Remove the bite stick as you exert gentle backward pressure on the oral airway until it rests securely in place against the lips and teeth.	☐	☐	☐	☐
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Skill Drill 11-6 Inserting a Nasal Airway

Task: Insert a nasal airway.					
Performance Observations: The 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.	Size the airway by measuring from the tip of the nose to the patient's earlobe. Coat the tip with a water-soluble lubricant.	☐	☐	☐	☐
2.	Insert the lubricated airway into the larger nostril with the curvature following the floor of the nose. If using the right nare, the bevel should face the septum. If using the left nare, insert the airway with the tip of the airway pointing upward, which will allow the bevel to face the septum.	☐	☐	☐	☐
3.	Gently advance the airway. If using the left nare, insert the nasopharyngeal airway until resistance is met. Then rotate the nasopharyngeal airway 180° into position. This rotation is not required if using the right nostril.	☐	☐	☐	☐
4.	Continue until the flange rests against the nostril. If you feel any resistance or obstruction, remove the airway and insert it into the other nostril.	☐	☐	☐	☐
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Skill Drill 11-7 Placing an Oxygen Cylinder Into Service

Task: Place an oxygen cylinder into service.					
Performance Observations: The candidate shall be able to correctly place an oxygen cylinder into service.					
Candidate Directive: "Properly place an oxygen cylinder into service."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Using an oxygen wrench, turn the valve counterclockwise to slowly "crack" the cylinder. Gently retighten the valve to stop the oxygen flow to allow the regulator to be attached.	☐	☐	☐	☐
2.	Attach the regulator/flowmeter to the valve stem using the two pin-indexing holes, and make sure that the washer is in place over the larger hole.	☐	☐	☐	☐
3.	Align the regulator so that the pins fit snugly into the correct holes on the valve stem, and hand tighten the regulator.	☐	☐	☐	☐
4.	Attach the oxygen connective tubing to the flowmeter. Use the wrench to fully open the tank.	☐	☐	☐	☐
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Skill Drill 11-8 Performing One-Rescuer Bag-Mask Ventilations

Task: Perform one-rescuer bag-mask ventilations.					
Performance Observations: The candidate shall be able to correctly perform one-rescuer bag-mask ventilations.					
Candidate Directive: "Properly perform one-rescuer bag-mask ventilations."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Assemble your equipment and position yourself above the patient's head. Open the airway using the head tilt–chin lift or jaw-thrust maneuver.	☐	☐	☐	☐
2.	Open the patient's mouth and suction as necessary to clear secretions. Insert an oral or nasal airway.	☐	☐	☐	☐
3.	Select the appropriate mask and position it properly on the patient's face. Following the EC-clamp method, make a seal by holding your index finger over the lower part of the mask and your thumb over the upper part of the mask. Then use your remaining fingers to pull the lower jaw into the mask. Bring the lower jaw up to the mask with the last three fingers of your hand. Avoid the fleshy soft tissue of the neck.	☐	☐	☐	☐
4.	Squeeze the bag with your other hand until you see adequate chest rise. For adults, squeeze once every 6 seconds. For infants and children, squeeze once every 2 to 3 seconds. In patients with ongoing CPR and an advanced airway in place, use a rate of 1 breath every 6 seconds.	☐	☐	☐	☐
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Skill Drill 11-9 Using CPAP

Task: Use CPAP.					
Performance Observations: The candidate shall be able to correctly use CPAP.					
Candidate Directive: "Properly use CPAP."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Take standard precautions. Confirm blood pressure. Assess the patient for indications and contraindications of CPAP. Confirm the patient's blood pressure and explain the procedure to the patient. Check your equipment, then connect the circuit to the CPAP generator.				
2.	Connect the face mask to the circuit tubing.				
3.	Connect the tubing to the oxygen tank.				
4.	Place the patient in a high Fowler position to facilitate breathing and coach the patient through the initial application of the mask. Instruct the patient to place the mask over the mouth and nose, creating the most airtight seal possible.				
5.	After the mask is placed on the face and the patient adjusts to it, use the strapping mechanism to secure it to the patient's head. Ensure the seal between the mask and face remains intact.				
6.	Adjust the PEEP valve and the FIO2 according to the manufacturer's recommendations to maintain adequate oxygenation and ventilation. With CPAP in place, the patient's oxygenation saturation level should improve, the work of breathing should decrease, and the ability to speak should improve. Constantly reassess the patient for signs of clinical deterioration and/or complications (eg, pneumothorax, hypotension).				
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Skill Drill 14-1 Performing Chest Compressions

Task: Perform chest compressions.					
Performance Observations: The candidate shall be able to correctly perform chest compressions.					
Candidate Directive: "Properly perform chest compressions."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Take standard precautions. Place the heel of one hand on the center of the chest (lower half of the sternum).	☐	☐	☐	☐
2.	Place the heel of your other hand over the first hand.	☐	☐	☐	☐
3.	With your arms straight, lock your elbows and position your shoulders directly over your hands. Depress the sternum at a rate of 100 to 120 compressions per minute, and to a depth of 2 to 2.4 inches (5 to 6 cm) using a direct downward movement. Allow the chest to return to its normal position; do not lean on the chest between compressions. Compression and relaxation should be of equal duration.	☐	☐	☐	☐
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Skill Drill 14-2 Performing One-Rescuer Adult CPR

Task: Perform one-rescuer adult CPR.					
Performance Observations: The 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.	Take standard precautions. Establish unresponsiveness and call for help. Use your mobile phone, if needed.	☐	☐	☐	☐
2.	Check for breathing and a carotid pulse for no more than 10 seconds.	☐	☐	☐	☐
3.	If breathing and pulse are absent, then perform CPR until an AED is available. Give 30 chest compressions at a rate of 100 to 120 per minute.	☐	☐	☐	☐
4.	Open the airway according to your suspicion of spinal injury.	☐	☐	☐	☐
5.	Give two ventilations of 1 second each and observe for visible chest rise. Continue cycles of 30 chest compressions and two ventilations until additional personnel arrive or the patient starts to move.	☐	☐	☐	☐
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Skill Drill 14-3 Performing Two-Rescuer Adult CPR

Task: Perform two-rescuer adult CPR.					
Performance Observations: The 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.	Take standard precautions. Establish unresponsiveness and take positions.	☐	☐	☐	☐
2.	Check for breathing and a carotid pulse for no more than 10 seconds.	☐	☐	☐	☐
3.	Begin CPR, starting with chest compressions. Give 30 chest compressions at a rate of 100 to 120 per minute. If the AED is available, then apply it and follow the voice prompts.	☐	☐	☐	☐
4.	Open the airway according to your suspicion of spinal injury.	☐	☐	☐	☐
5.	Give two ventilations of 1 second each and observe for visible chest rise. Continue cycles of 30 chest compressions and two ventilations (switch roles every five cycles [2 minutes]) until ALS providers take over or the patient starts to move. Reanalyze the patient's cardiac rhythm with the AED every 2 minutes and deliver a shock if indicated.	☐	☐	☐	☐
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Skill Drill 14-4 Performing Infant Chest Compressions

Task: Perform chest compressions on an infant.					
Performance Observations: The candidate shall be able to correctly perform chest compressions on an infant.					
Candidate Directive: "Properly perform chest compressions on an infant."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Take standard precautions. Position the infant on a firm surface while maintaining the airway. Place two fingers in the middle of the sternum with one finger just below the nipple line. If two rescuers are performing CPR, use the two-thumb-encircling-hands technique.	☐	☐	☐	☐
2.	Use two fingers to compress the chest at least one-third its depth at a rate of 100 to 120 per minute. Allow the sternum to return to its normal position between compressions.	☐	☐	☐	☐
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Skill Drill 14-5 Performing CPR on a Child

Task: Perform CPR on a child.					
Performance Observations: The candidate shall be able to correctly perform CPR on a child.					
Candidate Directive: "Properly perform CPR on a child."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Take standard precautions. Place the child on a firm surface. Identify the location for hand placement. Place the heel of one or two hands in the center of the chest, in between the nipples, avoiding the xiphoid process.	☐	☐	☐	☐
2.	Compress the chest at least one-third the anterior-posterior diameter of the chest at a rate of 100 to 120 times/min. Coordinate compressions with ventilations in a 30:2 ratio (one rescuer) or 15:2 (two rescuers), pausing for two ventilations. Reassess for a pulse after 2 minutes. If there is no pulse and an AED is available, then resume CPR and apply the AED pads.	☐	☐	☐	☐
3.	If the child regains a pulse of greater than 60 beats/min and resumes effective breathing, then place the child in a position that allows for frequent reassessment of the airway and vital signs during transport.	☐	☐	☐	☐
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Skill Drill 14-6 Removing a Foreign Body Airway Obstruction in an Unresponsive Child

Task: Remove a foreign body airway obstruction in an unresponsive child.					
Performance Observations: The candidate shall be able to correctly remove a foreign body airway obstruction in an unresponsive child.					
Candidate Directive: "Properly remove a foreign body airway obstruction in an unresponsive child."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Take standard precautions. Position the child on a firm, flat surface.	☐	☐	☐	☐
2.	Perform chest compressions using the same landmark as you would for CPR.	☐	☐	☐	☐
3.	Open the airway and look inside the mouth.	☐	☐	☐	☐
4.	If an object is visible and can easily be removed, then remove it with your fingers and attempt rescue breathing.	☐	☐	☐	☐
5.	If you do not see an object in the mouth, then resume chest compressions. Continue the sequence of chest compressions, opening the airway, and looking inside the mouth until the obstruction is relieved or ALS providers take over.	☐	☐	☐	☐
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Skill Drill 16-1 Assisting a Patient With a Metered-Dose Inhaler

Task: Assist a patient with a metered-dose inhaler.					
Performance Observations: The candidate shall be able to correctly assist a patient with a metered-dose inhaler.					
Candidate Directive: "Properly assist a patient with a metered-dose inhaler."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Check to make sure you have the correct medication for the correct patient. Check the expiration date. Ensure inhaler is at room temperature or warmer.	☐	☐	☐	☐
2.	Remove oxygen mask. Hand inhaler to patient. Instruct about breathing and lip seal.	☐	☐	☐	☐
3.	Instruct patient to press inhaler and inhale one puff. Instruct about breath holding.	☐	☐	☐	☐
4.	Reapply oxygen. After a few breaths, have patient repeat dose if order or protocol allows.	☐	☐	☐	☐
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Skill Drill 16-2 Assisting a Patient With a Small-Volume Nebulizer

Task: Assist a patient with a small-volume nebulizer.					
Performance Observations: The candidate shall be able to correctly assist a patient with a small-volume nebulizer.					
Candidate Directive: "Properly assist a patient with a small-volume nebulizer."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Check to make sure you have the correct medication for the correct patient. Check the expiration date. Confirm you have the correct patient and the correct dose.	☐	☐	☐	☐
2.	Pour the medication into the container on the nebulizer. In some cases, sterile saline may be added (about 3 mL) to achieve the optimum volume of fluid for the nebulized application.	☐	☐	☐	☐
3.	Attach the medication container to the nebulizer, mouthpiece, and tubing. Attach oxygen tubing to the oxygen tank. Set the flowmeter at 6 L/min.	☐	☐	☐	☐
4.	Instruct the patient on how to breathe.	☐	☐	☐	☐
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Skill Drill 17-1 Administering Nitroglycerin

Task: Administer nitroglycerin.					
Performance Observations: The candidate shall be able to correctly administer nitroglycerin.					
Candidate Directive: "Properly administer nitroglycerin."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Obtain an order from medical control. Ensure all contraindications are not present. Take the patient's blood pressure. Administer nitroglycerin only if the systolic blood pressure is greater than 100 mm Hg.				
2.	Check the medication and expiration date. Ask the patient about the last dose he or she took and its effects. Make sure that the patient understands the route of administration. Prepare to have the patient lie down to prevent fainting.				
3.	Ask the patient to lift his or her tongue. Place the tablet or spray the dose under the tongue (while wearing gloves), or have the patient do so. Have the patient keep his or her mouth closed with the tablet or spray under the tongue until it is dissolved and absorbed. Caution the patient against chewing or swallowing the tablet.				
4.	Recheck the blood pressure within 5 minutes. Record each medication and the time of administration. Reevaluate the chest pain and blood pressure, and repeat treatment if necessary.				
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Skill Drill 17-2 Performing Cardiac Monitoring

Task: Perform cardiac monitoring.					
Performance Observations: The candidate shall be able to correctly perform cardiac monitoring.					
Candidate Directive: "Properly perform cardiac monitoring."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Take standard precautions.				
2.	Explain the procedure to the patient. Prepare the skin for electrode placement.				
3.	Attach the electrodes to the leads before placing them on the patient.				
4.	Position the limb electrodes on the patient. Place the leads on the torso if performing continuous monitoring, on the limbs if you will be acquiring a 12-lead ECG.				
5.	If you plan to obtain a 12-lead ECG tracing, place the chest leads on the chest.				
6.	Turn on the monitor.				
7.	Record tracings.				
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Skill Drill 17-3 Using an AED

Task: Using an AED.					
Performance Observations: The candidate shall be able to correctly use an AED during CPR.					
Candidate Directive: "Properly use an AED during CPR."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Take standard precautions. Determine scene safety. Question bystanders. Determine responsiveness. Assess compression effectiveness if CPR is already in progress. If the patient is unresponsive and CPR has not been started yet, begin providing chest compressions and rescue breaths at a ratio of 30 compressions to two breaths and a rate of 100 to 120 compressions per minute, continuing until an AED arrives and is ready for use.				
2.	Turn on the AED. Apply the AED pads to the chest and attach the pads to the AED.				
3.	Push the Analyze button, if there is one, and wait for the AED to determine whether a shockable rhythm is present. Stop CPR when the AED instructs you to.				
4.	If a shock is advised, state aloud, "Clear the patient," and ensure that no one is touching the patient. Reconfirm that no one is touching the patient and push the Shock button. Continue CPR for five cycles (2 minutes) after the shock is delivered WITHOUT STOPPING to check for a pulse after the shock has been delivered! If no shock is advised, check for a pulse for no more than 10 seconds.				
5.	AFTER FIVE CYCLES (or 2 minutes), pause CPR and allow the AED to analyze the rhythm. If a shock is advised, clear the patient, push the Shock button, and immediately resume CPR compressions. If no shock is advised, immediately resume CPR compressions and be sure to switch rescuers. Repeat the cycle of five cycles (2 minutes) of CPR, one shock (if indicated), and 2 minutes of CPR. Transport, and contact medical control as needed.				
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Skill Drill 21-1 Using an EpiPen Auto-injector

Task: Use an EpiPen auto-injector.					
Performance Observations: The candidate shall be able to correctly use an EpiPen auto-injector.					
Candidate Directive: "Properly use an EpiPen auto-injector."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Remove the auto-injector's safety cap, and quickly wipe the thigh with antiseptic, if possible.	☐	☐	☐	☐
2.	Place the tip of the auto-injector against the lateral part of the thigh. Push the auto-injector firmly against the thigh until a click is heard. Hold it in place until all the medication has been injected (3 seconds).	☐	☐	☐	☐
3.	Rub the area for 10 seconds.	☐	☐	☐	☐
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Skill Drill 23-1 Restraining a Patient

Task: Restrain a patient.					
Performance Observations: The candidate shall be able to correctly restrain a patient.					
Candidate Directive: "Properly restrain a patient."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Bring down the patient into the supine position. Acting at the same time, secure the patient in the supine or left lateral position with wrist and ankle restraints.				
2.	Use stretcher straps or sheets to secure the legs.				
3.	Fasten the remaining stretcher straps.				
4.	Continue to verbally reassure and calm the patient following chemical/physical restraints. Regularly check circulation to the extremities (every 5 minutes).				
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Skill Drill 26-1 Controlling External Bleeding

Task: Control external bleeding.					
Performance Observations: The candidate shall be able to correctly control external bleeding.					
Candidate Directive: "Properly control external bleeding."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Take standard precautions. Apply direct pressure over the wound with a dry, sterile dressing.	☐	☐	☐	☐
2.	Apply a pressure dressing.	☐	☐	☐	☐
3.	If direct pressure with a pressure dressing does not control bleeding, apply a tourniquet above the level of the bleeding.	☐	☐	☐	☐
4.	Tighten the tourniquet until distal pulses are no longer palpable. Properly position the patient. Apply high-flow oxygen as necessary. Keep the patient warm. Transport promptly.	☐	☐	☐	☐
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Skill Drill 26-2 Packing a Wound

Evaluator Instructions: Pack a wound.					
Performance Observations: The candidate shall be able to correctly pack a wound.					
Candidate Directive: "Properly pack a wound."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Expose the wound and wipe away any pooled or excess blood.	☐	☐	☐	☐
2.	Pack the wound tightly with hemostatic gauze, plain gauze, or a clean cloth.	☐	☐	☐	☐
3.	Apply steady pressure by pressing with both hands directly on top of the bleeding wound. Push down as hard as you can.	☐	☐	☐	☐
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Skill Drill 26-3 Applying a Commercial Tourniquet

Task: Apply a commercial tourniquet.					
Performance Observations: The candidate shall be able to correctly apply a commercial tourniquet.					
Candidate Directive: "Properly apply a commercial tourniquet."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Apply pressure over the bleeding site and place the tourniquet proximal to the injury (in the axillary region for upper extremity injuries and at the groin for lower extremity injuries).				
2.	Click the buckle into place, pull the strap tight, and turn the tightening dial clockwise until pulses are no longer palpable distal to the tourniquet and until bleeding has been controlled.				
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Skill Drill 26-4 Controlling Epistaxis

Task: Control epistaxis.					
Performance Observations: The candidate shall be able to correctly control epistaxis.					
Candidate Directive: "Properly control epistaxis."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Position the patient sitting, leaning forward. Apply direct pressure, pinching the fleshy part of the nostrils together.				
2.	Alternative method: Apply pressure with a rolled gauze bandage between the upper lip and gum. Calm the patient.				
3.	Apply ice over the nose. Maintain pressure until bleeding is controlled. Initiate prompt transport while you or the patient applies pressure. Assess and treat for shock, including oxygen, as needed.				
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Skill Drill 26-5 Controlling Internal Bleeding

Task: Control internal bleeding.					
Performance Observations: The candidate shall be able to correctly control internal bleeding.					
Candidate Directive: "Properly control internal bleeding."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Control obvious external bleeding and treat suspected internal bleeding using a splint. Apply a tourniquet for severe external bleeding that cannot be controlled with direct pressure.				
2.	Follow standard precautions. Maintain the airway and be alert for cervical spine injury. Administer oxygen and provide ventilation as necessary.				
3.	Depending on local protocols, use a pelvic compression device or splint to control suspected internal bleeding in the pelvic region.				
4.	Monitor vital signs and keep the patient warm.				
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Skill Drill 27-1 Stabilizing an Impaled Object

Task: Stabilize an impaled object.					
Performance Observations: The candidate shall be able to correctly stabilize an impaled object.					
Candidate Directive: "Properly stabilize an impaled object."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Do not attempt to move or remove the object. Stabilize the impaled body part.	☐	☐	☐	☐
2.	Control bleeding, and stabilize the object in place using soft dressings, gauze, and/or tape.	☐	☐	☐	☐
3.	Tape a rigid item over the stabilized object to prevent it from moving during transport.	☐	☐	☐	☐
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Skill Drill 27-2 Caring for Burns

Task: Care for burns.					
Performance Observations: The candidate shall be able to correctly care for burns.					
Candidate Directive: "Properly care for burns."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Follow standard precautions to help prevent infection. If safe to do so, remove the patient from the burning area; extinguish or remove hot clothing and jewelry as necessary. If the wound is still burning or hot, immerse the hot area in cool, sterile water, or cover with a wet, cool dressing.				
2.	Provide high-flow oxygen, and continue to assess the airway.				
3.	Estimate the severity of the burn, and then cover the area with a dry, sterile dressing or clean sheet. Assess and treat the patient for any other injuries.				
4.	Prepare for transport. Treat for shock. Cover the patient with blankets to prevent loss of body heat. Transport promptly.				
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Skill Drill 28-1 Removing a Foreign Object From Under the Upper Eyelid

Task: Remove a foreign object from under the upper eyelid.					
Performance Observations: The candidate shall be able to correctly remove a foreign object from under the upper eyelid.					
Candidate Directive: "Properly remove a foreign object from under the upper eyelid."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Have the patient look down, grasp the upper lashes, and gently pull the lid away from the eye.	☐	☐	☐	☐
2.	Place a cotton-tipped applicator on the outer surface of the upper lid.	☐	☐	☐	☐
3.	Pull the lid forward and up, folding it back over the applicator.	☐	☐	☐	☐
4.	Gently remove the foreign object from the eyelid with a moistened, sterile, cotton-tipped applicator.	☐	☐	☐	☐
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Skill Drill 28-2 Stabilizing a Foreign Object Impaled in the Eye

Task: Stabilize a foreign object impaled in the eye.					
Performance Observations: The candidate shall be able to correctly stabilize a foreign object impaled in the eye.					
Candidate Directive: "Properly stabilize a foreign object impaled in the eye."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	To prepare a doughnut ring, wrap a 2-inch (5-cm) roll around your fingers and thumb seven or eight times. Adjust the diameter by spreading your fingers or squeezing them together.				
2.	Remove the gauze from your hand and wrap the remainder of the gauze roll radially around the ring that you have created.				
3.	Work around the entire ring to form a doughnut.				
4.	Place the dressing over the eye with a protective barrier to hold the impaled object in place, and then secure it with a roller bandage.				
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Skill Drill 28-3 Controlling Bleeding From a Neck Injury

Task: Control bleeding from a neck injury.					
Performance Observations: The candidate shall be able to correctly control bleeding from a neck injury.					
Candidate Directive: "Properly control bleeding from a neck injury."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Apply direct pressure to the bleeding site using a gloved fingertip, if necessary, to control bleeding.				
2.	Apply a sterile occlusive dressing to ensure that air does not enter a vein.				
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Skill Drill 29-1 Performing Manual In-Line Stabilization

Task: Perform manual in-line stabilization.					
Performance Observations: The candidate shall be able to correctly perform manual in-line stabilization.					
Candidate Directive: "Properly perform manual in-line stabilization."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Take standard precautions. Kneel behind the patient and firmly place your hands around the base of the skull on either side.	☐	☐	☐	☐
2.	Support the lower jaw with your index and long fingers, and the head with your palms. Gently lift the head into a neutral, eyes forward position, aligned with the torso. Do not move the head or neck excessively, forcefully, or rapidly.	☐	☐	☐	☐
3.	Continue to manually support the head while your partner places a rigid cervical collar around the neck. Maintain manual support until you have completely secured the patient to a backboard.	☐	☐	☐	☐
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Skill Drill 29-2 Application of a Cervical Collar

Task: Apply a cervical collar.					
Performance Observations: The candidate shall be able to correctly apply a cervical collar.					
Candidate Directive: "Properly apply a cervical collar."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Apply in-line stabilization.	☐	☐	☐	☐
2.	Measure the proper collar size.	☐	☐	☐	☐
3.	Place the chin support first.	☐	☐	☐	☐
4.	Wrap the collar around the neck, and secure the collar.	☐	☐	☐	☐
5.	Ensure proper fit, and maintain neutral, in-line stabilization until the patient is secured to a backboard.	☐	☐	☐	☐
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Skill Drill 29-3 Securing a Patient to a Long Backboard

Task: Secure a patient to a long backboard.					
Performance Observations: The candidate shall be able to correctly secure a patient to a long backboard.					
Candidate Directive: "Properly secure a patient to a long backboard."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Apply and maintain manual cervical stabilization. Assess distal functions in all extremities.	☐	☐	☐	☐
2.	Apply a cervical collar.	☐	☐	☐	☐
3.	Rescuers kneel on one side of the patient and place hands on the far side of the patient.	☐	☐	☐	☐
4.	On command, rescuers roll the patient toward themselves, quickly examine the back, slide the backboard under the patient, and roll the patient onto the backboard.	☐	☐	☐	☐
5.	Center the patient on the backboard.	☐	☐	☐	☐
6.	Secure the upper torso first.	☐	☐	☐	☐
7.	Secure the pelvis and upper legs.	☐	☐	☐	☐
8.	Begin to secure the patient's head using a commercial immobilization device or rolled towels.	☐	☐	☐	☐
9.	Place tape across the patient's forehead to secure the immobilization device or towel rolls (do not place the adhesive side of medical duct tape directly onto the patient's skin or eyebrows). Check all straps and readjust as needed. Reassess distal functions in all extremities.	☐	☐	☐	☐
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Skill Drill 29-4 Placing a Patient on a Full-Body Vacuum Mattress

Task: Place a patient on a full-body vacuum mattress.					
Performance Observations: The candidate shall be able to correctly place a patient on a full-body vacuum mattress.					
Candidate Directive: "Properly place a patient on a full-body vacuum mattress."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Place the mattress on a flat surface near the patient, with the head end of the mattress at the patient's head.				
2.	Allow air to enter the mattress. Keep the valve stem open until the mattress is soft and pliable.				
3.	Smooth the mattress. Remove any sharp or bulky items that may damage the mattress.				
4.	Connect the pump to the mattress.				
5.	Determine which method you will use to move the patient onto the mattress. If you will use the log roll method, evacuate the mattress until it is partially rigid (this step is not needed if using the scoop stretcher method). The surface should be smooth, and the beads should be spread out as evenly as possible. If using a scoop stretcher, you do not need to partially evacuate the mattress at this stage.				
6.	Move the patient onto the vacuum mattress using the method you determined during the previous step. Maintain spinal alignment.				
7.	If the vacuum mattress is partially rigid, open the valve to allow air to enter. Keep the valve open until the mattress is pliable.				
8.	Conform the mattress to each side of the patient's head, close to the shoulders but not the top of the head. Continue to hold these "head blocks" that you have formed and have a second person hold up the sides of the mattress to the patient's hips until the mattress is evacuated of air completely.				
9.	Secure the patient's chest, hips, and legs.				
10.	Secure the patient's head. Pad any voids at the top of the shoulders.				
11.	Ensure the patient is as comfortable as possible, then evacuate the remaining to achieve immobilization.				
12.	Disconnect the vacuum pump and ensure that the valve is closed or secured.				
13.	Reassess and adjust the straps around the chest, hips, and legs.				
14.	Check the patient's neurovascular status, and re-check all straps prior to lifting or moving the patient.				
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Skill Drill 29-5 Securing a Patient Found in a Sitting Position

Task: Secure a patient found in a sitting position.					
Performance Observations: The candidate shall be able to correctly secure a patient found in a sitting position.					
Candidate Directive: "Properly secure a patient found in a sitting position."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Take standard precautions. Stabilize the head and neck in a neutral, in-line position. Assess pulse, motor, and sensory function in each extremity. Apply a cervical collar.	☐	☐	☐	☐
2.	Insert a spinal motion restriction device between the patient's upper back and the seat.	☐	☐	☐	☐
3.	Open the side flaps, and position them around the patient's torso, snug around the armpits.	☐	☐	☐	☐
4.	Secure the upper torso flaps, then the mid-torso flaps.	☐	☐	☐	☐
5.	Secure the groin (leg) straps. Check and adjust the torso straps.	☐	☐	☐	☐
6.	Pad between the head and the device as needed. Secure the forehead strap and fasten the lower head strap around the cervical collar.	☐	☐	☐	☐
7.	Place a long backboard next to the patient's buttocks, perpendicular to the trunk.	☐	☐	☐	☐
8.	Turn and lower the patient onto the long backboard. Lift the patient and slip the long backboard under the securing device.	☐	☐	☐	☐
9.	Secure the spinal precaution device and long backboard to each other. Loosen or release the groin straps. Reassess pulse, motor, and sensory function in each extremity.	☐	☐	☐	☐
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Skill Drill 29-6 Removing a Helmet

Task: Remove a helmet.					
Performance Observations: The 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 at the patient's head with your partner at one side. Open the face shield to assess airway and breathing. Remove eyeglasses, if present.	☐	☐	☐	☐
2.	Prevent head movement by placing your hands on either side of the helmet and fingers on the lower jaw. Have your partner loosen the strap.	☐	☐	☐	☐
3.	Have your partner place one hand at the angle of the lower jaw and the other at the occiput.	☐	☐	☐	☐
4.	Gently slip the helmet about halfway off, then stop.	☐	☐	☐	☐
5.	Have your partner slide the hand from the occiput to the back of the head to prevent the head from snapping back.	☐	☐	☐	☐
6.	Remove the helmet and stabilize the cervical spine. Apply a cervical collar and secure the patient to a long backboard. Pad as needed to prevent neck flexion or extension.	☐	☐	☐	☐
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Skill Drill 32-1 Caring for Musculoskeletal Injuries

Task: Care for musculoskeletal injuries.					
Performance Observations: The candidate shall be able to correctly care for musculoskeletal injuries.					
Candidate Directive: "Properly care for musculoskeletal injuries."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Cover open wounds with a dry, sterile dressing, and apply pressure to control bleeding. Assess distal pulse and motor and sensory function. If bleeding cannot be controlled, quickly apply a tourniquet.	☐	☐	☐	☐
2.	Apply a splint, and elevate the extremity about 6 inches (15 cm) (slightly above the level of the heart). Assess distal pulse and motor and sensory function.	☐	☐	☐	☐
3.	Apply cold packs if there is swelling, but do not place them directly on the skin.	☐	☐	☐	☐
4.	Position the patient for transport and secure the injured area.	☐	☐	☐	☐
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Skill Drill 32-2 Applying a Rigid Splint

Task: Apply a rigid splint.					
Performance Observations: The candidate shall be able to correctly apply a rigid splint.					
Candidate Directive: "Properly apply a rigid splint."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Provide gentle support and in-line traction for the limb. Assess distal pulse and motor and sensory function.				
2.	Place the splint alongside or under the limb. Pad between the limb and the splint as needed to ensure even pressure and contact.				
3.	Secure the splint to the limb with bindings.				
4.	Assess and record distal neurovascular function.				
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Skill Drill 32-3 Applying a Vacuum Splint

Task: Apply a vacuum splint.					
Performance Observations: The 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 function. Your partner stabilizes and supports the injury.	☐	☐	☐	☐
2.	Place the splint, and wrap it around the limb.	☐	☐	☐	☐
3.	Draw the air out of the splint through the suction valve, and then seal the valve. Assess distal pulse and motor and sensory function.	☐	☐	☐	☐
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Skill Drill 32-4 Splinting the Hand and Wrist

Task: Splint the hand and wrist.					
Performance Observations: The candidate shall be able to correctly splint the hand and wrist.					
Candidate Directive: "Properly splint the hand and wrist."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Assess distal function. Support the injured limb and move the hand into the position of function. Place a soft roller bandage in the palm.	☐	☐	☐	☐
2.	Apply a padded board splint on the palmar side with fingers exposed.	☐	☐	☐	☐
3.	Secure the splint with a roller bandage. Reassess distal function.	☐	☐	☐	☐
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Skill Drill 32-5 Applying a Hare Traction Splint

Task: Apply a Hare traction splint.					
Performance Observations: The candidate shall be able to correctly apply a Hare traction splint.					
Candidate Directive: "Properly apply a Hare traction splint."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Expose the injured limb and check pulse, motor, and sensory function. Place the splint beside the uninjured limb, adjust the splint to proper length, and prepare the straps.	☐	☐	☐	☐
2.	Support the injured limb as your partner fastens the ankle hitch about the foot and ankle.	☐	☐	☐	☐
3.	Continue to support the limb as your partner applies gentle in-line traction to the ankle hitch and foot.	☐	☐	☐	☐
4.	Slide the splint into position under the injured limb.	☐	☐	☐	☐
5.	Pad the groin and fasten the ischial strap.	☐	☐	☐	☐
6.	Connect the loops of the ankle hitch to the end of the splint as your partner continues to maintain traction. Carefully tighten the ratchet to the point that the splint holds adequate traction.	☐	☐	☐	☐
7.	Secure and check support straps. Assess pulse and motor and sensory functions.	☐	☐	☐	☐
8.	Secure the patient and splint to the backboard in a way that will prevent movement of the splint during patient movement and transport.	☐	☐	☐	☐
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Skill Drill 32-6 Applying a Sager Traction Splint

Task: Apply a Sager traction splint.					
Performance Observations: The candidate shall be able to correctly apply a Sager traction splint.					
Candidate Directive: "Properly apply a Sager traction splint."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	After exposing the injured area, assess distal motor, sensory, and circulatory function. Position the splint against the medial aspect of the injured leg, with the perineal cushion resting against the ischial tuberosity. Adjust the thigh strap so that it lies anteriorly when secured.				
2.	Secure the thigh strap.				
3.	Apply the padded ankle harness just above the ankle. Attach the harness to the crossbar.				
4.	Extend the splint's inner shaft to apply traction of about 10% of body weight, up to a maximum of 15 pounds (7 kg).				
5.	Secure the splint with elasticized cravat bandages.				
6.	Secure the patient to a backboard. With a figure of eight configuration, use the pedal pinion strap to secure the feet together. Reassess distal motor, sensory, and circulatory function.				
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Skill Evaluation Sheets

Skill Drill 33-1 Treating for Heat Exhaustion

Skill Drill 33-2 Stabilizing a Suspected Spinal Injury in the Water

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Skill Drill 33-1 Treating for Heat Exhaustion

Task: Treat for heat exhaustion.					
Performance Observations: The candidate shall be able to correctly treat for heat exhaustion.					
Candidate Directive: "Properly treat for heat exhaustion."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Move the patient to a cooler environment. Remove extra clothing.	☐	☐	☐	☐
2.	Give oxygen if indicated. Check the patient's blood glucose level if indicated. Perform cold-water immersion or other cooling measures as available. Place the patient in a supine position and fan the patient.	☐	☐	☐	☐
3.	If the patient is fully alert, give water by mouth.	☐	☐	☐	☐
4.	If nausea develops, secure and transport the patient on his or her left side.	☐	☐	☐	☐
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Skill Drill 33-2 Stabilizing a Suspected Spinal Injury in the Water

Task: Stabilize a suspected spinal injury in the water.					
Performance Observations: The candidate shall be able to correctly stabilize a suspected spinal injury in the water.					
Candidate Directive: "Properly stabilize a suspected spinal injury in the water."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Turn the patient to a supine position by rotating the entire upper half of the body as a single unit.				
2.	As soon as the patient is turned, begin artificial ventilation using the mouth-to-mouth method or a pocket mask, unless you are in a situation where there is active community transmission of aerosolized or airborne respiratory illness.				
3.	Float a buoyant backboard or appropriate device under the patient.				
4.	Secure the patient to the backboard or device.				
5.	Remove the patient from the water.				
6.	Maintain the body's normal temperature and apply oxygen if the patient is breathing. Begin CPR if breathing and pulse are absent.				
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Skill Drill 34-1 Delivering the Newborn

Task: Deliver the newborn.					
Performance Observations: The candidate shall be able to correctly deliver the newborn.					
Candidate Directive: "Properly deliver the newborn."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Crowning is the definitive sign that delivery is imminent, and transport should be delayed until after the child has been born.				
2.	Use your hands to support the bony parts of the head as it emerges. The child's body will naturally rotate to the right or left at this point in the delivery. Continue to support the head to allow it to turn in the same direction.				
3.	As the upper shoulder appears, guide the head down slightly by applying gentle downward traction to deliver the shoulder.				
4.	Support the head and upper body as the lower shoulder delivers, guide the head up if needed.				
5.	Handle the newborn firmly but gently, support the head and keep the neck in a neutral position to maintain the airway. Consider placing the newborn on the mother's abdomen with the umbilical cord still intact, allow skin-to-skin contact to warm the newborn. Otherwise, keep the newborn approximately at the level of the vagina until the cord has been cut.				
6.	After delivery and prior to cutting the cord, if the child is gurgling or shows other signs of respiratory distress, suction the mouth and oropharynx to clear any amniotic fluid and ease the infant's initiation of air exchange.				
7.	Wait for the umbilical cord to stop pulsing. Place a clamp on the cord. Milk the blood from a small section of the cord on the placental side of the clamp. Place a second clamp 2 to 3 inches (5 to 8 cm) away from the first.				
8.	Cut between the clamps.				
9.	Allow the placenta to deliver itself. Do not pull on the cord to speed delivery.				
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Skill Drill 35-1 Positioning the Airway in a Pediatric Patient

Task: Position the airway in a pediatric patient.					
Performance Observations: The candidate shall be able to correctly position the airway in a pediatric patient.					
Candidate Directive: "Properly position the airway in a pediatric patient."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Position the child on a firm surface.	☐	☐	☐	☐
2.	Place a folded towel about 1 inch (2.5 cm) thick under the shoulders and back.	☐	☐	☐	☐
3.	Stabilize the forehead to limit movement and use the head tilt–chin lift maneuver to open the airway.	☐	☐	☐	☐
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Skill Drill 35-2 Inserting an Oropharyngeal Airway in a Pediatric Patient

Task: Insert an oropharyngeal airway in a pediatric patient.					
Performance Observations: The candidate shall be able to correctly insert an oropharyngeal airway in a pediatric patient.					
Candidate Directive: "Properly insert an oropharyngeal airway in a pediatric patient."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Determine the appropriately sized airway. Confirm the correct size visually, by placing it next to the pediatric patient's face.	☐	☐	☐	☐
2.	Position the pediatric patient's airway with the appropriate method.	☐	☐	☐	☐
3.	Open the mouth. Insert the airway until the flange rests against the lips. Reassess the airway.	☐	☐	☐	☐
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Skill Drill 35-3 Inserting a Nasopharyngeal Airway in a Pediatric Patient

Task: Insert a nasopharyngeal airway in a pediatric patient.					
Performance Observations: The candidate shall be able to correctly insert a nasopharyngeal airway in a pediatric patient.					
Candidate Directive: "Properly insert a nasopharyngeal airway in a pediatric patient."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Determine the correct airway size by comparing its diameter to the opening of the nostril (nare). Place the airway next to the pediatric patient's face to confirm correct length. Position the airway.				
2.	Lubricate the airway. Insert the tip into the right naris with the bevel pointing toward the septum.				
3.	Carefully move the tip forward until the flange rests against the outside of the nostril. Reassess the airway.				
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Skill Drill 35-4 One-Person Bag-Mask Ventilation on a Pediatric Patient

Task: Perform one-person bag-mask ventilation on a pediatric patient.					
Performance Observations: The candidate shall be able to correctly perform one-person bag-mask ventilation on a pediatric patient.					
Candidate Directive: "Properly perform one-person bag-mask ventilation on a pediatric patient."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Open the airway and insert the appropriate airway adjunct.	☐	☐	☐	☐
2.	Hold the mask on the pediatric patient's face with a one-handed head tilt–chin lift maneuver (EC clamp method). Ensure a good mask–face seal while maintaining the airway.	☐	☐	☐	☐
3.	Squeeze the bag using the correct ventilation rate of 1 breath every 2 to 3 seconds, or 20 to 30 breaths/min. Allow adequate time for exhalation.	☐	☐	☐	☐
4.	Assess effectiveness of ventilation by watching bilateral rise and fall of the chest.	☐	☐	☐	☐
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Skill Drill 35-5 Immobilizing a Pediatric Patient

Task: Immobilize a pediatric patient.					
Performance Observations: The candidate shall be able to correctly immobilize a pediatric patient.					
Candidate Directive: "Properly immobilize a pediatric patient."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Use a towel under the back, from the shoulders to the hips, to maintain the head in a neutral position.	☐	☐	☐	☐
2.	Apply an appropriate-size cervical collar.	☐	☐	☐	☐
3.	Log roll the child onto the short backboard or pediatric immobilization device.	☐	☐	☐	☐
4.	Secure the torso first.	☐	☐	☐	☐
5.	Secure the head.	☐	☐	☐	☐
6.	Ensure that the child is strapped in properly.	☐	☐	☐	☐
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Skill Drill 35-6 Immobilizing a Patient in a Car Seat

Task: Immobilize a patient in a car seat.					
Performance Observations: The candidate shall be able to correctly immobilize a patient in a car seat.					
Candidate Directive: "Properly immobilize a patient in a car seat."					
No.	**Task Steps**	**First Test**		**Retest**	
		P	**F**	**P**	**F**
1.	Stabilize the head in neutral position.	☐	☐	☐	☐
2.	Place a short backboard or pediatric immobilization device between the patient and the surface he or she is resting on.	☐	☐	☐	☐
3.	Slide the patient onto the short backboard or pediatric immobilization device.	☐	☐	☐	☐
4.	Place a towel under the back, from the shoulders to the hips, to ensure neutral head position.	☐	☐	☐	☐
5.	Secure the torso first; pad any voids.	☐	☐	☐	☐
6.	Secure the head to the short backboard or pediatric immobilization device.	☐	☐	☐	☐
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