

PROCEDURES AND GUIDELINES
for
OUTDOOR FIRST-AID PROGRAMS
of the
APPALACHIAN SEARCH & RESCUE CONFERENCE

Draft
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Please send comments to:

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Section 1.00
Administrative Guidelines

1.01 COURSE REQUIREMENTS

Unless otherwise indicated, these administrative guidelines are applicable to the Introduction to Outdoor First-aid (IOFA) and refresher courses, the Fundamentals of Outdoor First-aid (FOFA) and refresher courses, and the instructor's course. These guidelines cover all subjects dealing with initiating and conducting courses, and submitting necessary paperwork for all levels of certification at these levels.

1.02 INSTRUCTOR/COORDINATOR RESPONSIBILITIES

- a. Assist each student in completing an application for training. This form should be taken up and retained by the instructor until the final written exam is administered. The final score should be recorded on this form.
- b. Select qualified professional instructors to teach each lesson and sufficient instructor aides for all scheduled practice sessions.
- c. Maintain records of attendance and amount of participation of each certified WFA instructor.
- d. Maintain records of attendance and performance for all students attending the course. Send copies of the class roster, and scores to ASRC records.

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1.03 LESSON INSTRUCTORS

- a. Although OFA instructors are certified by the ASRC to teach any or all portions of the course, maximum use should be made of physicians, nurses, and medical specialists. These persons should be familiarized with the objectives and lesson plans for the class in advance.
- b. In addition to the lead instructor for each lesson, arrangements must be made to provide for sufficient instructor aides to assist in all practice sessions of each lesson. If certified WFA instructors are not available, EMT's or those with higher training may be used.
- c. Substitute instructors should be selected beforehand by the course coordinator in the event the scheduled instructor is unavoidably detained. Under no circumstances shall an unqualified person be left in control of the class.
- d. When specialist other than certified instructors are utilized as instructors, the lead instructor should be present to insure that proper instruction is given.

1.04 COURSE SCHEDULING

Authorized persons planning to organize and conduct training programs certified by the ASRC shall follow instructor lesson plans approved by the ASRC.

1.05 LESSON PLANS

Separate lesson plans are available for each of the courses. Instructors will utilize only those curriculum authorized and approved. If the instructor wishes to add additional material it must be approved by the Course Coordinator or editorial committee and then later reviewed by the ASRC.

1.06 TEACHING MATERIAL

At this time there is no required textbook. The instructor may select the desired text to be used in the course. Student handouts are available from the ASRC if the instructor wishes to use them. Visual aids are encouraged.

1.07 CLASS SIZE

- a. Class size should be limited to a maximum of 20 to 30 students.
- b. The group size for practice periods should not exceed 6 students per instructor aide. Should the student-to-instructor ratio exceed 6:1, a proportional increase in time for practice will be required for each lesson.

1.08 STUDENT REQUIREMENTS FOR ENROLLMENT

- a. Be proficient in reading, writing, and speaking the English Language.
- b. Students less than 18 attending the course will provide the Instructor with documentation from an Officer of the agency and the signature of a parent or guardian verifying their approval of the student attending the course. Upon completion of the program, the form should be kept on file.

1.09 REQUIREMENTS FOR ASRC TESTING

Students attending a standardized training program preparing for examination shall meet the following requirements:

- a. Satisfy all minimum requirements as set forth in the minimum training requirements for the corresponding curriculum.
- b. Satisfy all course requirements established by the course instructor.
- c. Testing must be completed within six months of the course's conclusion.

1.10 SKILL EXAMINATIONS

- a. The final practical examination will be administered by qualified skill examiners in the presence of the lead instructor. Where possible, the practical exam will be administered prior to the written exam.
- b. Practical station evaluation forms have been developed (actually not yet 5/93) and should be given to each student at the beginning of the program.
- c. Students must demonstrate proficiency on every skill station.
- d. Retesting
 1. Students failing two or less skills on the practical shall be given one opportunity to retest on those skills. The retest must be performed in the presence of the lead instructor. That retest may be taken once on the same night as the failure but not until all other skills on the practical have been completed.
 2. Failure of three or more skills on the practical constitutes complete failure of the practical. All practical skills must be completed on the retest.
 3. Students may retest at another test site provided they have a letter from their lead instructor.
 4. Failure of any retest shall constitute total failure of the practical exam and will require completion of the basic training course prior to being permitted to take the written and practical again.
 5. Retest on the practical must be completed within 90 days of the original test.
- e. Qualified evaluators shall be utilized in the evaluation of all practical examinations. Effort should be made to not utilize individuals as evaluators to test a student from their own agency of affiliation. If the lead instructor finds that one or more of the evaluators are not familiar with the skill or unable to do a proper evaluation, the station may be closed.
- f. Students should not be utilized as subjects for skill stations. An exception would be a student who has completed the entire exam.

1.11 WRITTEN EXAMINATIONS

- a. The final written examination should be administered by the lead instructor.
- b. Instructors are encouraged to prepare interim examinations throughout the course of instruction.
- c. Once the written exam has began, no student will be allowed to leave and return (other than for restroom). Any student who does leave will have their exam scored for only the questions completed prior to departure.
- d. The ASRC's standard for successful completion is that the student shall obtain a minimum score of 75 on the final standardized examination.
- e. Persons failing to achieve a minimum passing score must retest within 90 days from the original exam. Students passing the written and needing a retest on the practical are not required to repeat the written exam. Likewise, a student passing the practical and needing a retest on the written would not be required to repeat the practical. If that retest is failed, the student must complete the full basic course.

1.12 CLASS ATTENDANCE REQUIREMENTS

Every attempt should be made by students to attend all lessons. Specific numbers of classes students may be allowed to miss will be addressed with each training program.

1.13 ORAL TESTING

Oral testing will not be permitted on written examinations.

1.14 CERTIFICATES OF COMPLETION

Students successfully completing all requirements for certification, will be mailed a certificate at the conclusion of the training program.

1.15 CERTIFICATION EXPIRATIONS

Refresher training for all levels of training must be completed prior to the expiration date displayed on the certificate. Individuals who have not met the refresher course requirements within the certification period and who can show valid cause, may request an extension of training certification. This is done by submitting a letter to the ASRC WFA Program coordinator. The applicant would be notified in writing the decision to grant or deny the request. Only one extension may be granted.

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Section 2.00
Introduction to Wilderness First-Aid Program

2.01 COURSE DESCRIPTION

The Introduction to Outdoor First-Aid (IOFA) program was developed to provide training in the provision of emergency care in an outdoor or wilderness setting for those unlikely to provide extended care. It teaches initial assessment and treatment for disorders common in a wilderness setting.

The course does not address rescue or transportation of an injured or ill patient. It also does not address the needs of prolonged expeditions in a true wilderness area. The course is intended for the interested outdoorsman who needs additional education on environmental hazards. The course is also suited for field team members of search and rescue units who will be placed with more skilled medical personal.

2.02 PROGRAM LENGTH

The IOFA program consists of 14 lessons involving a minimum of 8 hours of classroom and field training. The refresher program consists of 10 lessons requiring 6 hours of classroom and field training.

2.03 ATTENDANCE

No student will be allowed to miss more than 2 hours of class.

2.04 PRACTICAL TESTING

Practical testing will consist of:

- a. primary survey
- b. vital signs
- c. fracture immobilization (forearm)

2.05 FINAL CERTIFICATION

Certification for the Introduction to Outdoor First-Aid Program is for a period of four years from the date of completion.

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Section 3.00
Fundamentals of Outdoor First-Aid Program

3.01 COURSE DESCRIPTION

The Fundamentals of Outdoor First-Aid (FOFA) program was developed to prepare an individual responsible for leading a small team or group into the wilderness to handle emergencies common to this environment. No previous first-aid training is required. The course is intended to provide a group leader adequate knowledge to provide a first response until an evacuation team with more skilled personal arrives. It also provides a leader with knowledge and skills to recognize and potentially prevent certain environmental disorders from becoming worse.

The course does not teach any survival, or rescue skills. It assumes the patient will be able to evacuate themselves from the wilderness or an evacuation team will be sent with more highly trained medical personal.

The courses stresses prevention, improvisation, recognition, and treatment of disorders common in a wilderness setting. Topics include scene management, patient assessments, first-aid kits, medical reports, shock and wound treatment, musculoskeletal problems, lightning strikes, heat and cold disorders, snakebites, poisonous mushrooms, high altitude, water purification techniques, and applicable general medical problems. Instruction involves illustrated lectures, demonstrations, and practical exercises.

3.02 PROGRAM LENGTH

The FOFA program consists of 15 lessons requiring a minimum of 18 hours. The refresher course is completion of the IOFA program, passing the IOFA written test, and passing the FOFA practical exam.

3.03 ATTENDANCE

No student will be allowed to miss more than 6 hours of the FOFA program. If a student is refreshing they will not be allowed to miss more than 2 hours.

3.04 PRACTICAL EXAMS

The practical will consist of:

- a. patient assessment
 - 1. primary survey
 - 2. appropriate treatment
 - 3. vitals
 - 4. secondary survey
 - 5. appropriate treatment
 - 6. patient report
- b. fracture immobilization

3.05 FINAL CERTIFICATION

Certification for the FOFA is for a period of three years from the date of completion of the program

Section 4.00
OFA Instructor Program

4.01 COURSE DESCRIPTION

The Outdoor First-aid instructors program is a xx hour course designed to train and certify instructors to teach the Introduction to OFA and refresher course and the FOFA and refresher course. The lead instructor for the course will be an instructor-trainer approved by the ASRC OFA Program editorial board.

4.02 PREREQUISITES FOR OFA INSTRUCTOR CANDIDATES

- a. Must be a minimum of 18 years of age.
- b. Must have successfully completed the FOFA course.
- c. Must have successfully completed an EMT program (or higher such as ST, C-tech, Paramedic, Certified Emergency R.N., P.A., D.O., or M.D.).
- d. Must have a minimum of one year field experience as an Emergency Medical Technician or higher.
- e. Must be associated with an organization that functions in a wilderness environment.
- f. Must be a high school graduate or equivalent.
- g. Obtain a minimum score of 85 percent on the written pretest. The pretest score shall remain valid for a period of two years from the date tested.
- h. Demonstrate proficiency and ability to perform all skills during a formal practical examination.

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4.03 REQUIREMENTS FOR OFA INSTRUCTOR CERTIFICATION

- a. Successfully meet all the prerequisites.
- b. Successfully complete the instructor pretest.
- c. Satisfactory demonstration of skills on the FOFA practical.
- d. Attendance of the Instructors workshop.
- e. Demonstration of the knowledge and skills required of an Instructor during a presentation made at the instructors workshop.
- f. Demonstration of maturity and good judgement.
- g. Approval of the Instructor-trainer and ASRC board of directors.

4.04 CERTIFICATION

Certification will be valid for two years from the date of completion of the ASRC board of director approval. Certification will also mean the instructor will also be certified as successfully completing the FOFA course as long as a valid instructor.

4.05 RECERTIFICATION REQUIREMENTS

The OFA instructor's privilege to teach must be renewed every two years in order to accomplish recertification requirements. To fulfill the requirements, he or she shall:

- a. Teach at least 18 hours of the IOFA or FOFA subject material within the two year period.
- b. Attend a minimum of one Instructor refresher workshop within a four year period, and
- c. Score a minimum of 85% of the FOFA written exam.

4.06 FAILURE TO MEET RECERTIFICATION REQUIREMENTS

Instructors failing to meet any requirements in section 4.05 above shall be eligible to request a six (6) month extension to allow completion of the requirements.

- a. An instructor failing the written test will be allowed 90 days to retest.
- b. An instructor failing the retest must go through the entire instructor process again.
- c. If (b) occurs the instructor's status of FOFA certification will be valid for one year.

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