



Skills Checklists

Note: Participants must verbalize what they are doing while skills are being evaluated. The Instructor can verbalize the presence or absence of something only once the participant inquires or follows the necessary steps. For example, the Instructor can verbalize “no pulse” only after the participant has checked for a pulse for 10 seconds, or the Instructor can acknowledge that motor, sensory, and distal circulation are normal only after the participant has attempted to assess this.

Note: If a particular step in the skill does not apply to your class, mark ‘Not Applicable’ and document why.

Participant’s Name: _____

Blood Pressure Measurement—Palpation

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Apply personal protective equipment			
2	Explain the procedure to the person			
3	Position cuff <ul style="list-style-type: none"> Place cuff 2.5 cm above crease of elbow, centred over brachial artery 			
4	Locate radial pulse			
5	Inflate cuff 20 mmHg beyond point where pulse disappears			
6	Deflate cuff slowly until pulse returns (note this point) then deflate cuff fully			
7	Record approximate systolic pressure			

Critical Actions

- Wear PPE
- Use proper-sized cuff
- Position cuff correctly
- Deflate cuff appropriately

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Blood Pressure Measurement—Auscultation

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Apply personal protective equipment			
2	Explain the procedure to the person			
3	Determine approximate systolic blood pressure			
4	Locate brachial pulse			
5	Position stethoscope over brachial artery			
6	Inflate cuff 20 mmHg beyond approximate systolic pressure			
7	Deflate cuff slowly until pulse is heard (note this point)			
8	Continue deflating cuff until pulse is no longer heard (note this point) then deflate cuff fully			
9	Record systolic and diastolic pressures			

Critical Actions

- Wear PPE
- Use proper-sized cuff
- Place stethoscope in ears correctly
- Position cuff correctly
- Deflate cuff appropriately

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Conscious Adult or Child Choking

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Do a scene survey			
2	Apply personal protective equipment			
3	Recognize choking and tell the person you are here to help			
4	Demonstrate correct hand positioning			
5	Do abdominal thrusts			
6	Repeat until object is dislodged or person becomes unconscious			
7	Adaptations: chest thrusts; choking in a wheelchair			

Critical Actions

- Wear PPE
- Recognize need for abdominal thrusts
- Support person appropriately

Skill complete Skill incomplete

Comments:

Conscious Baby Choking

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Do a scene survey			
2	Apply personal protective equipment			
3	Determine baby is choking			
4	Turn baby face down (head lower than the body)			
5	Give 5 back blows			
6	Turn baby face up			
7	Give 5 chest thrusts			
8	Repeat until object is coughed up or baby becomes unconscious			

Critical Actions

- Wear PPE
- Recognize need for back blows and chest thrusts
- Support baby appropriately

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Unconscious Adult, Child, or Baby Choking

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Do a scene survey			
2	Apply personal protective equipment			
3	Determine unresponsiveness			
4	Open the airway			
5	Check breathing for up to 10 seconds			
6	Attempt to ventilate			
7	If the breath does not go in, reposition the head and attempt to ventilate again			
8	If the breath does not go in, begin chest compressions (CPR)—30 compressions			
9	Look in the mouth for an object (using a tongue-jaw lift); remove object if seen			
10	Attempt to ventilate			
11	If ventilation does not go in, continue modified CPR <i>Note: It is not necessary to reposition the head each time your ventilation does not go in. Always make sure that you properly open the airway when ventilating.</i>			
12	If ventilation goes in, give another ventilation			
13	If no response to your ventilation, check pulse			
14	If no pulse, follow CPR sequence			
15	If pulse, follow rescue breathing sequence			
16	If there is any change in the person's condition, stop CPR and check ABCs			

Critical Actions

- Wear PPE
- Use appropriate breathing device or barrier
- Recognize need for modified CPR
- Check mouth between compressions and ventilations

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Rescue Breathing for an Adult, Child, or Baby

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Do a scene survey			
2	Apply personal protective equipment			
3	Determine unresponsiveness			
4	Open the airway			
5	Check breathing for up to 10 seconds			
6	Give 2 1-second ventilations			
7	Check pulse (carotid for adult and child; brachial for baby) for up to 10 seconds			
8	Give ventilations (1 every 5–6 seconds for adult; 1 every 3–5 seconds for child and baby)			
9	Recheck breathing and circulation after the first 2 minutes and every few minutes thereafter			
10	If there is any change in the person's condition, stop rescue breathing and check ABCs			

Critical Actions

- Wear PPE
- Use appropriate breathing device or barrier
- Recognize need for rescue breathing
- Recheck breathing every few minutes

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Suctioning

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Apply personal protective equipment			
2	Insert device into the mouth only as far as can be visualized			
3	Suction until oral cavity is clear			
4	Immediately apply high flow oxygen after suctioning			

Critical Actions

- Wear PPE
- Insert device to appropriate depth
- Suction for appropriate length of time
- Apply oxygen after suctioning

Skill complete Skill incomplete

Comments:

Insertion of Oropharyngeal Airway

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Apply personal protective equipment			
2	Appropriately measure (corner of mouth to earlobe)			
3	Open airway appropriately			
4	Visually inspect inside of mouth			
5	Insert airway halfway, with the curved portion facing upwards; then rotate airway 180° into position			
6	Remove airway if required			

Critical Actions

- Wear PPE
- Size correctly
- Insert without trauma
- Insert on unresponsive person only

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Insertion of Nasopharyngeal Airway (EMR only)

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Apply personal protective equipment			
2	Appropriately measure (tip of nose to earlobe)			
3	Lubricate NPA with a water-based lubricant			
4	Position bevel toward the septum			
5	Fully insert the "trumpet" end			
6	Remove airway if required			

Critical Actions

- Wear PPE
- Size correctly
- Insert without trauma
- Recognize any contraindications (skull fracture)

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Oxygen Delivery

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Apply personal protective equipment			
2	Check the cylinder to see that it is marked "oxygen"			
3	Clear the valve a. Remove protective covering and save gasket b. Open cylinder for 1 second to clear the valve			
4	Attach the pressure regulator a. See that it is marked "oxygen pressure regulator" b. Put gasket into valve at top of cylinder c. Place regulator on cylinder d. Set metal prongs into valve e. Hand-tighten screw until snug			
5	Open cylinder 1 full turn			
6	Check tank pressure			
7	Attach delivery device			
8	Adjust flowmeter			
9	Verify oxygen flow			
10	Fill reservoir of NRB			
11	Inform ill or injured person of procedure			
12	Safely apply device on person			

Critical Actions

- Wear PPE
- Oxygen tank stable at all times
- Confirm presence of O-ring
- Confirm tank pressure
- Fill NRB reservoir
- Select appropriate flow rate

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Using a Bag-Valve-Mask (BVM) Resuscitator for Rescue Breathing

Note: This sequence should be demonstrated with a resuscitation mask as well (adapted appropriately).

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Apply personal protective equipment			
2	Insert properly sized OPA			
3	Responder 1: assemble BVM			
4	Hook BVM up to supplemental oxygen			
5	Position the mask			
6	Seal mask and open airway a. Place thumbs on each side of mask b. Place fingers of both hands along injured person's jawbone c. Tilt head back or use jaw thrust (if spinal concerns) d. Apply downward pressure with thumbs while lifting jaw upward with fingers			
7	Responder 2: begin ventilations a. Squeeze bag smoothly just until chest rises b. Give 1 ventilation every 5–6 seconds (once every 3–5 seconds for a child or baby) c. Watch chest to see ventilations are going in d. Recheck pulse and breathing after first minute and then every few minutes thereafter			

Critical Actions

- Wear PPE
- Maintain an appropriate seal
- Squeeze bag appropriately

Skill complete Skill incomplete

Comments:

Participant's Name: _____

CPR/AED for an Adult or Child

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Do a scene survey			
2	Apply personal protective equipment			
3	Determine unresponsiveness			
4	Open the airway			
5	Check breathing for up to 10 seconds			
6	Give 2 1-second ventilations			
7	Check pulse for up to 10 seconds			
8	Place hands in appropriate position			
9	Give 30 compressions (at a rate of approximately 100/minute)			
10	Give 2 ventilations (each lasting a full second) • Give ventilations with barrier device and supplemental oxygen			
11	Repeat compression/ventilation cycles			
12	Continue until AED can be applied, more advanced care takes over, or protocol dictates otherwise			

When AED arrives:

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
13	If arrest is unwitnessed by the responder, do 5 cycles (2 minutes) of CPR first before placing the AED on			
14	Ensure chest is ready for electrode pad placement			
15	Apply electrode pads based on the person (adult or child)			
16	Turn on the AED			
17	Follow voice prompts or protocols			
18	Stop CPR and ensure all clear before shocking person			
19	Respond appropriately when confronted with simulated problems or hazards			
20	If there is any change in the person's condition, stop CPR and check ABCs			

Critical Actions

- Wear PPE
- Recognize the need for CPR and/or AED
- Use appropriate breathing barrier or oxygen delivery device
- Resume CPR at appropriate time
- Ensure all clear before shocking person
- Operate AED properly

Skill complete **Skill incomplete**

Comments:

Participant's Name: _____

CPR for a Baby

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Do a scene survey			
2	Apply personal protective equipment			
3	Determine unresponsiveness			
4	Open the airway			
5	Check breathing for up to 10 seconds			
6	Give 2 1-second ventilations			
7	Check brachial pulse for up to 10 seconds			
8	Place fingers in appropriate position			
9	Give 30 compressions (at a rate of approximately 100/minute)			
10	Give 2 ventilations (each lasting a full second)			
11	Repeat compression/ventilation cycles			
12	Continue until more advanced care takes over or protocol dictates otherwise			
13	If there is any change in the person's condition, stop CPR and check ABCs			

Critical Actions

- Wear PPE
- Recognize the need for CPR
- Use appropriate breathing device or barrier
- Resume CPR at appropriate time

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Two-Rescuer CPR for an Adult or Child

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Do a scene survey			
2	Apply personal protective equipment			
3	Responder 1 determines unresponsiveness			
4	Responder 1 opens airway and checks breathing			
5	Responder 1 gives 2 1-second ventilations			
6	Responder 1 checks signs of circulation (carotid)			
7	Responder 2 does 30 chest compressions (15 for child)			
8	Responder 1 gives 2 1-second ventilations			
9	Continue compression/ventilation cycles			
10	Switch with responder 2 between cycles			
11	Responder at head can check for effectiveness of compressions by feeling for carotid pulse			

Critical Actions

- Wear PPE
- Recognize the need for CPR
- Use appropriate breathing device or barrier
- Resume CPR at appropriate time
- Switch between cycles

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Two-Rescuer CPR for a Baby

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Do a scene survey			
2	Apply personal protective equipment			
3	Responder 1 determines unresponsiveness			
4	Responder 1 opens airway and checks breathing			
5	Responder 1 gives 2 1-second ventilations			
6	Responder 1 checks signs of circulation (brachial)			
7	Responder 2 does 15 compressions using the thumb-encircling technique			
8	Responder 1 gives 2 1-second ventilations			
9	Continue compression/ventilation cycles			
10	Switch with responder 2 between cycles			
11	Responder at head can check for effectiveness of compressions by feeling for brachial pulse			

Critical Actions

- Wear PPE
- Recognize the need for CPR
- Use appropriate breathing device or barrier
- Resume CPR at appropriate time
- Switch between cycles
- Use appropriate compression technique

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Bleeding and Shock Management

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Apply personal protective equipment			
2	Apply direct pressure to the wound			
3	Apply additional dressings if bleeding continues			
4	Apply pressure to appropriate pressure point if bleeding continues			
5	Apply tourniquet if bleeding continues (last resort)			
6	Bandage the wound			
7	Properly position the person			
8	Apply oxygen			
9	Keep the person warm			

Critical Actions

- Wear PPE
- Apply oxygen
- Control bleeding

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Splinting

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Apply personal protective equipment			
2	Support the injured area			
3	Assess distal pulse, motor, and sensory function			
4	Perform manual stabilization and control bleeding (if appropriate)			
5	Measure splint appropriately			
6	Explain the procedure to the person			
7	Apply splint to immobilize above and below the injury			
8	Pad splint as necessary			
9	Reassess distal pulse, motor, and sensory function			
10	Loosen splint and/or bandages if necessary			

Critical Actions

- Wear PPE
- Assess pulse before and after splinting
- Immobilize above and below the injury

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Traction Splint

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Apply personal protective equipment			
2	Determine indication for traction splint			
3	Assess distal pulse, motor, and sensory function			
4	Perform manual traction			
5	Measure splint appropriately			
6	Explain the procedure to the person			
7	Apply splint appropriately			
8	Apply ankle strap appropriately			
9	Apply traction with splint			
10	Reassess distal pulse, motor, and sensory function			
11	Immobilize both legs together			

Critical Actions

- Wear PPE
- Assess pulses before and/or after splinting
- Avoid applying the splint to a confirmed or probable joint injury
- Maintain traction after begun
- Secure straps appropriately

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Application of Cervical Collar and C-Spine Immobilization

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Apply personal protective equipment			
2	Explain the procedure to the person			
3	Delegate immobilization of the C-Spine until other equipment is applied			
4	Move head into neutral alignment			
5	Immobilize head manually until immobilized mechanically			
6	Measure the person accurately and select the appropriate-sized cervical collar			
7	Apply and secure the collar with minimal movement to the head and spine			
8	Position the backboard beside the injured person			
9	Communicate with partner(s) to roll the person onto one side			
10	Check the back for injuries			
11	Roll the person onto the board as one unit			
12	Position the person in the middle of the board using appropriate method			
13	Secure the person's body to the board using appropriate strapping devices			
14	Pad natural hollows if necessary			
15	Secure the person's head to the board using appropriate equipment			
16	If necessary, secure the arms and hands in front of the body			
17	Confirm the person is secure before moving			

Critical Actions

- Wear PPE
- Recognize need for immobilization
- Maintain manual stabilization until maintained mechanically
- Properly position the head and neck
- Ensure head ends in neutral position
- Apply correctly sized cervical collar
- Place hands in appropriate position when rolling person
- Secure the body before the head
- Minimize excessive movement of the head and neck

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Helmet Removal

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Apply personal protective equipment			
2	Remove any face piece that interferes with normal breathing, maintaining an open airway, or performing rescue breathing			
3	Remove chin strap			
4	One responder supports the head; a second responder spreads the sides of the helmet			
5	Second responder slides the helmet off			
6	The second responder maintains manual stabilization until immobilization is complete			

Critical Actions

- Wear PPE
- Maintain manual stabilization
- Minimize excessive movement of the head

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Application of a K.E.D.®

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Apply personal protective equipment			
2	Explain the procedure to the person			
3	Delegate immobilization of the C-Spine until other equipment is applied			
4	Immobilize manually until K.E.D.® is fully applied			
5	Measure the person accurately and select the appropriate-sized cervical collar			
6	Apply and secure the collar with minimal movement to the head and spine			
7	Position the K.E.D.® behind the person			
8	Secure straps in proper order around the abdomen and legs			
9	Pad the head appropriately			
10	Secure the head			
11	Secure the chest strap prior to move			
12	Communicate with partner(s) and safely move the person to a backboard			
13	Release leg straps before straightening person's legs			
14	Completely immobilize the person			

Critical Actions

- Wear PPE
- Recognize need for immobilization
- Maintain manual stabilization until maintained mechanically
- Properly position the head and neck
- Minimize excessive movement of the head and neck
- Correctly secure straps

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Blood Glucose Level (EMR only)

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Apply personal protective equipment			
2	Ensure history of the person is taken			
3	Explain the procedure to the person			
4	Gather equipment			
5	Turn on glucometer			
6	Cleanse appropriate site with an alcohol swab			
7	Puncture skin with lancet using aseptic technique			
8	Dispose of sharps safely			
9	Obtain an accurate BGL reading			
10	Document results			
11	Bandage wound			

Critical Actions

- Wear PPE
- Inform person of test
- Dispose of sharps appropriately
- Obtain an accurate reading

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Lifting and Moving People

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Apply personal protective equipment			
2	Explain the procedure to the person			
3	Establish a plan and communicate with partner			
4	Use proper body mechanics to safely lift and move a person			
5	Ensure the safety of the person and yourself			
6	Properly secure the person			
7	Recognize the necessary method to position a person			

Critical Actions

- Wear PPE
- Avoid dropping person
- Do not endanger self, injured person, or partner
- Use proper and appropriate movements

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Stretcher Handling (EMR only)

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Apply personal protective equipment			
2	Explain the procedure to the person			
3	Establish a plan and communicate with partner			
4	Remove the stretcher from the ambulance safely			
5	Adjust the height of the stretcher			
6	Use proper body mechanics to safely lift and move person on a stretcher			
7	Secure the person properly using the appropriate straps			
8	Demonstrate the ability to use the various controls to move the head up or down, elevate the legs, and shrink the frame to accommodate small areas			
9	Move the person and stretcher into the ambulance			

Critical Actions

- Wear PPE
- Avoid dropping person or stretcher
- Do not endanger self, injured person, or partner
- Use proper or appropriate movements

Skill complete Skill incomplete

Comments:

Participant's Name: _____

Vehicle Circle Check (EMR only)

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
1	Check under hood <ul style="list-style-type: none"> • Engine oil/leaks • Coolant levels/leaks • Power steering fluid • Drive belts • Windshield washer • Battery clean/secure • Leakages, hoses • Fuel systems 			
2	Check outside vehicle <ul style="list-style-type: none"> • Lights • Mud flaps • Cap and body; damage/rust perforation • Fluid leaks under vehicle • Wheels, hubs, lugs, nuts • Tire condition/pressure (visual) • Suspension, springs, shocks • Exhaust system • Licence plate—clean/valid sticker • Exterior vehicle clean 			
3	Check inside vehicle <ul style="list-style-type: none"> • Steering—excessive play/looseness • Brake booster operation • Brake pedal reserve and fade • All gauges • Fuel level • Windshield wipers and washers • Clean windows and mirrors • Heater and defroster • Horn • Seat belt operation • Parking brake operation • Clean inside cab/no damage • Mirror adjustment and condition • Patient compartment clean and sanitary 			

	Skill	Skill Successfully Demonstrated		
		Complete	Incomplete	Not Applicable
4	Check emergency equipment <ul style="list-style-type: none"> • Emergency warning lights • Side flood lights • Rear flood light • Interior lights • Siren and PA system • Backup alarm • Flares • Fire extinguisher • Radio 			
5	Check documentation <ul style="list-style-type: none"> • Ownership • Insurance • Collision report booklet • Annual inspection sticker and/or certificate 			
6	Document or report any concerns found during the vehicle check			

Critical Actions

- Check all aspects of vehicle listed above
- Report or document all concerns

Skill complete Skill incomplete

Comments: