

# Skills Checklist



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# Skills Checklist

## Blood Pressure Measurement—Palpation

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Explain procedure to patient			
3	Select correct size of cuff and place lower edge of cuff 2.5 cm (1 in.) above crease of elbow, centred over brachial artery			
4	Locate radial pulse			
5	Close regulating valve and inflate cuff 20 mmHg beyond point where radial pulse disappears			
6	Slowly deflate cuff until radial pulse returns, then deflate cuff fully			
7	Record approximate systolic blood pressure			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist

## Blood Pressure Measurement—Auscultation

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Explain procedure to patient			
3	Select correct size of cuff and place lower edge of cuff 2.5 cm (1 in.) above crease of elbow, centred over brachial artery			
4	Locate radial pulse			
5	Close regulating valve and inflate cuff 20 mmHg beyond point where radial pulse disappears			
6	Position stethoscope over brachial artery			
7	Slowly deflate cuff until pulse is heard			
8	Continue deflating cuff until pulse is no longer heard, then fully deflate cuff			
9	Record systolic and diastolic blood pressure			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist

## Conscious, Choking Adult or Child

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Perform a scene survey			
2	Apply personal protective equipment			
3	Determine patient is choking and tell patient you are here to help			
4	Position self and support patient for back blows			
5	Give 5 firm back blows			
6	Position self for abdominal thrusts			
7	Give 5 abdominal thrusts			
8	Repeat cycle of back blows and abdominal thrusts until object is dislodged or patient begins to breathe or cough or becomes unconscious			
9	Adaptations: chest thrusts; choking in a seated position (e.g., in a wheelchair); choking alone			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist

## Conscious, Choking Baby

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Perform a scene survey			
2	Apply personal protective equipment			
3	Determine baby is choking			
4	Position self low to the ground and support baby's head and neck			
5	Turn baby face down (head lower than body)			
6	Give 5 firm back blows			
7	Turn baby face up			
8	Give 5 chest thrusts			
9	Repeat cycle of back blows and chest thrusts until object is coughed up, baby starts to cry, breathe, or cough or becomes unconscious			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

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# Skills Checklist

## Unconscious, Choking Adult, Child, or Baby

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Perform a scene survey			
2	Apply personal protective equipment			
3	Determine unresponsiveness			
4	Open Airway			
5	Check Breathing and Circulation for a maximum of 5 to 10 seconds (no circulation found)			
6	Start chest compressions (30 compressions)			
7	Open patient's airway and give 1 ventilation			
8	If air does not go in, reposition head and attempt to ventilate again			
9	If air still does not go in, repeat cycle of 30 compressions			
10	Look in mouth for an object (using a tongue-jaw lift); remove object if seen			
11	Attempt to ventilate			
12	If air does not go in, continue CPR sequence of 30 compressions and 2 ventilations			
13	If first ventilation is successful, give another ventilation			
14	If there is no response to ventilation, check pulse			
15	If there is no pulse, follow CPR sequence			
16	If there is a pulse, follow rescue breathing sequence			
17	If there is any change in patient's condition, stop CPR and check ABCs			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist

## Rescue Breathing for an Adult, Child, or Baby

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Perform a scene survey			
2	Apply personal protective equipment			
3	Determine unresponsiveness			
4	Open Airway			
5	Check Breathing and Circulation for a maximum of 5 to 10 seconds			
6	If using a BVM, give two 1-second ventilations			
7	Give ventilations (1 every 5–6 seconds for adult; 1 every 3–5 seconds for child or baby)			
8	Stop ventilations and check ABCs every 2 minutes or if there is any change in patient's condition			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist

## Suctioning

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Measure distance of insertion (earlobe to corner of mouth)			
3	With one hand, open mouth using crossed-finger technique and insert suction tip into mouth; never lose sight of tip and hold your breath while suctioning			
4	While withdrawing tip, suction until airway is clear (according to local protocol) or you can no longer hold your breath			
5	Immediately apply supplemental oxygen after suctioning			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

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# Skills Checklist

## Insertion of an Oropharyngeal Airway, Adult or Child

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Determine unresponsiveness			
3	Measure distance of insertion (earlobe to corner of mouth)			
4	Select correct size of airway			
5	Open mouth using crossed-finger technique or tongue-jaw lift			
6	Insert airway halfway, with curved end facing roof of mouth; then rotate airway 180° into position			
7	Remove airway if required			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

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# Skills Checklist

## Insertion of an Oropharyngeal Airway, Baby

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Determine unresponsiveness			
3	Measure distance of insertion (earlobe to corner of mouth)			
4	Select correct size of airway			
5	Place padding under baby's shoulders			
6	Open baby's mouth			
7	Using a tongue depressor to assist with insertion, insert airway with curved end facing down, following natural curvature of baby's airway			
8	Remove airway if required			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

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# Skills Checklist



## Insertion of a Nasopharyngeal Airway

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Determine appropriate use for NPA (i.e., recognizing contraindications)			
3	Measure distance of insertion (tip of nose to earlobe), ensuring diameter of airway is not larger than nostril			
4	Lubricate airway with a water-soluble lubricant			
5	Insert airway into right nostril with bevel toward septum			
6	Advance airway straight in, not upward, until flange rests on nose; if there is any resistance, insert into left nostril			
7	Remove airway if required			

**NOTE:** Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist

## Oxygen Set-up and Delivery

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Check cylinder to ensure it is marked "oxygen"			
3	Ensure oxygen cylinder is stable at all times			
4	Clear valve: a. Remove protective covering and set aside O-ring b. Open cylinder for 1 second to clear valve, ensuring valve is facing away from everyone			
5	Attach pressure regulator: a. Confirm regulator is designed to be used with an oxygen cylinder b. Put O-ring into pressure regulator c. Place pressure regulator on cylinder d. Set metal prongs into valve e. Hand-tighten screw until pressure regulator is snug			
6	Open cylinder 1 full turn			
7	Check pressure gauge			
8	Attach delivery device			
9	Adjust flowmeter to desired flow rate			
10	Verify oxygen flow			
11	Fill reservoir of non-rebreather mask, if using			
12	Explain procedure to patient			
13	Safely apply device on patient			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist

## Using a Bag-Valve-Mask (BVM) Resuscitator for Ventilations

Participant's Name: \_\_\_\_\_

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

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Select and insert correct size of OPA, if time permits			
3	Responder 1: assemble correct size of BVM			
4	Responder 1: attach BVM (adult, child, or baby) to supplemental oxygen			
5	Responder 1: position mask			
6	Responder 1: open airway and seal mask: a. Place thumbs on each side of mask b. Place fingers of both hands along jawbone c. Open airway using head-tilt/chin-lift (or jaw thrust if head and/or spine injury is suspected); for a baby, place padding under shoulders prior to opening airway d. Apply downward pressure with thumbs while lifting jaw upward with fingers			
7	Responder 2: begin ventilations: a. Squeeze bag smoothly just until chest starts to rise b. Give 1 ventilation every 5–6 seconds (1 every 3–5 seconds for a child or baby) c. Watch chest to see if air is going in d. Recheck pulse and breathing after 2 minutes and every few minutes thereafter			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete

Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist

## CPR for an Adult or Child

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Perform a scene survey			
2	Apply personal protective equipment			
3	Determine unresponsiveness			
4	Open Airway			
5	Check Breathing and Circulation for a maximum of 5 to 10 seconds (no circulation found)			
6	Place hands in appropriate position			
7	Give 30 compressions (at a rate of at least 100/minute)			
8	Give 2 ventilations with barrier device and supplemental oxygen			
9	Repeat cycle of 30 compressions and 2 ventilations			
10	Continue CPR until AED can be applied, more advanced care takes over, or local protocol dictates otherwise			
11	If there is any change in patient's condition, stop CPR and check ABCs			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

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# Skills Checklist

## Using an Automated External Defibrillator (AED)

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Provide care according to local protocol			
3	Ensure chest is ready for electrode pad placement			
4	Apply correct size of electrode pads based on patient's age			
5	Turn on AED			
6	Follow voice prompts or local protocol			
7	Stop CPR and ensure everybody is clear of patient before delivering shock			
8	Apply shock (if indicated), operating AED properly			
9	Resume CPR at appropriate time			
10	Respond appropriately when confronted with simulated problems or hazards			
11	If there is any change in patient's condition, stop CPR and check ABCs			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete

Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist



## CPR for a Baby

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Perform a scene survey			
2	Apply personal protective equipment			
3	Determine unresponsiveness			
4	Open Airway			
5	Check Breathing and Circulation for a maximum of 5 to 10 seconds (no circulation found)			
6	Place fingers in appropriate position			
7	Give 30 compressions (at a rate of at least 100/minute)			
8	Place padding under shoulders to open airway			
9	Give 2 ventilations with barrier device and supplemental oxygen			
10	Repeat cycle of 30 compressions and 2 ventilations			
11	Continue CPR until AED can be applied, more advanced care takes over, or local protocol dictates otherwise			
12	If there is any change in baby's condition, stop CPR and check ABCs			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist



## Two-Rescuer CPR

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Perform a scene survey			
2	Apply personal protective equipment			
3	Determine unresponsiveness			
4	Establish a plan with other responder and work as a team			
5	Responder 1: open Airway and check Breathing and Circulation for a maximum of 5 to 10 seconds			
6	Responder 1: place hands in appropriate position for chest compressions Responder 2: prepare AED and barrier device/BVM with supplemental oxygen (see Oxygen Set-up and Delivery skills checklist)			
7	Responder 1: give 30 compressions (at a rate of at least 100/minute)			
8	Responder 2: maintain airway, then position and seal mask			
9	Responder 1: give 2 ventilations (each lasting 1 second) until chest starts to rise			
10	Repeat cycle of compressions and ventilations (at a rate of 30/2 for an adult or 15/2 for a child or baby)			
11	Responder at head periodically checks for effectiveness of compressions by feeling for carotid pulse			
12	Responders switch roles between cycles			
13	Continue CPR until AED can be applied, more advanced care takes over, or local protocol dictates otherwise			
14	Follow AED's prompts and prepare for transport			
15	If there is any change in patient's condition, stop CPR and check ABCs			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

# Skills Checklist

## Controlling External Bleeding

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Expose, examine, and apply direct pressure to wound or appropriately control bleeding if object is impaled			
3	Apply pressure bandage if bleeding continues			
4	If bleeding continues, assess distal circulation, then apply tourniquet 5 to 10 cm (2 to 4 in.) above injury			
5	Bandage wound securely			
6	Reassess distal circulation; after 10 minutes, slowly remove tourniquet if there has been a significant reduction in bleeding			
7	Maintain aseptic technique throughout procedure			
8	Document application of tourniquet, including the times it was applied, tightened, and released			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist



## Splinting

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Explain procedure to patient			
3	Expose and examine injury. Perform manual stabilization and control any bleeding			
4	Assess distal pulse and motor and sensory function			
5	Measure splint appropriately			
6	Apply splint to immobilize limb above and below injury			
7	Pad splint as necessary			
8	Secure splint in place			
9	Reassess circulation and motor and sensory function			
10	Loosen splint and/or bandages if necessary			
11	Elevate splinted part, if possible			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

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# Skills Checklist



## Traction Splint

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Determine need for traction splint (according to local protocol), and ensure it is not used for a joint injury (confirmed or suspected)			
3	Explain procedure to patient			
4	Assess distal pulse and motor and sensory function			
5	Perform manual stabilization (if there is at least 1 other responder available)			
6	Position splint and secure upper thigh and ankle straps appropriately			
7	Position tensor straps			
8	Apply traction with splint according to local protocol and manufacturer's recommendations			
9	Secure tensor straps appropriately			
10	Reassess distal pulse and motor and sensory function			
11	Immobilize both legs together			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist

## Application of a Cervical Collar

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Determine need for immobilization			
3	Explain procedure to patient and instruct patient not to move and to inform you if there is any pain and/or resistance			
4	Control movement of cervical spine by delegating manual in-line stabilization throughout procedure			
5	Move head into neutral alignment (if needed and not contraindicated)			
6	Measure patient accurately and select correct size of cervical collar			
7	Apply and secure collar with minimal movement to head and spine			
8	Continue to manually stabilize head and neck			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist

## Securing a Patient on a Backboard

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Determine need for immobilization			
3	Explain procedure to patient			
4	Apply cervical collar and maintain in-line stabilization			
5	Place hands in appropriate position			
6	Roll patient onto backboard as 1 unit using appropriate technique			
7	Position patient in centre of backboard using appropriate technique			
8	Secure patient's body to backboard using appropriate strapping devices in correct sequence			
9	Pad any natural hollows			
10	Secure patient's head to backboard using appropriate equipment			
11	If necessary, reapply/adjust cervical collar and secure arms and hands in front of body			
12	Confirm patient is secure before moving			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist

## Helmet (Recreational) Removal

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Establish a plan with other responder and work as a team			
3	Responder 1: maintain manual stabilization throughout			
4	Responder 2: remove any face piece that interferes with normal breathing, maintaining an open airway, or performing rescue breathing			
5	Responder 2: remove chin strap or any other securing devices (e.g., padding)			
6	Responder 2: support head			
7	Responder 1: slide helmet off			
8	Responder 1: continue to maintain manual stabilization until immobilization is complete			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

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# Skills Checklist

## Application of an Upper Body Motion Restriction Device

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Determine need for immobilization			
3	Explain procedure to patient			
4	Delegate manual in-line stabilization of head and neck until other equipment is applied			
5	Measure patient accurately and select correct size of cervical collar			
6	Apply and secure cervical collar with minimal movement to head and spine			
7	Position device according to manufacturer's recommendations			
8	Confirm device positioning, then secure straps in proper order, starting with middle and lower torso straps			
9	Secure leg straps			
10	Pad head appropriately			
11	Secure head to device			
12	Secure upper torso strap			
13	Communicate with other responders and safely move patient to a backboard as a team			
14	Release leg straps and slowly lower patient's legs to an in-line position			
15	Secure patient to backboard			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist

## Glucometric Testing

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Ensure history of patient is taken and determine need for glucometric testing			
3	Explain procedure to patient			
4	Gather required equipment and prepare lancet and lancet device			
5	Insert test strip into glucometer and match code number on screen to that of test strip vial			
6	Cleanse appropriate site with an alcohol swab and allow to dry			
7	Puncture skin with lancet using aseptic technique			
8	Drop blood onto test strip			
9	Dispose of sharps safely			
10	Obtain an accurate blood glucose level reading			
11	Bandage wound			
12	Document results			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_  
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# Skills Checklist

## Loading Patients into an Ambulance

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Establish a plan with other responder(s) and work as a team			
3	Explain procedure to patient			
4	Use proper body mechanics to safely lift and move patient			
5	Ensure safety of patient and self			
6	Properly secure patient			
7	Place patient in proper position			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist



## Operating a Stretcher

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Establish a plan with other responder(s) and work as a team			
3	Explain procedure to patient			
4	Safely remove stretcher from ambulance			
5	Adjust height of stretcher			
6	Use proper body mechanics to safely lift and move patient onto a stretcher			
7	Secure patient to stretcher using appropriate straps			
8	Use various controls to safely move patient's head up or down, elevate legs, or adjust length of stretcher			
9	Move patient and stretcher into ambulance			
10	Remove patient from ambulance without endangering self, patient, or other responder(s)			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist



## Vehicle Circle Check

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Check under hood: <ul style="list-style-type: none"> <li>• Engine oil/leaks</li> <li>• Coolant levels/leaks</li> <li>• Power-steering fluid</li> <li>• Drive belts</li> <li>• Windshield-washer fluid</li> <li>• Battery clean/secure</li> <li>• Leaks, hoses</li> </ul>			
3	Check outside vehicle: <ul style="list-style-type: none"> <li>• Lights</li> <li>• Mud flaps</li> <li>• Body damage/rust perforation</li> <li>• Fluid leaks under vehicle</li> <li>• Wheels, hubs, lugs, nuts</li> <li>• Tire condition/pressure (psi)</li> <li>• Suspension, springs, shocks</li> <li>• Exhaust system</li> <li>• Licence plate—clean/valid sticker</li> <li>• Exterior vehicle clean</li> </ul>			
4	Check inside vehicle: <ul style="list-style-type: none"> <li>• Steering—excessive play/looseness</li> <li>• Brake booster operation</li> <li>• Brake pedal reserve and fade</li> <li>• All gauges</li> <li>• Fuel level</li> <li>• Windshield wipers and washers</li> <li>• Clean windows and mirrors</li> <li>• Heater and defroster</li> <li>• Horn</li> <li>• Seat belt operation</li> <li>• Parking brake operation</li> <li>• Clean inside cab/no damage</li> <li>• Mirror adjustment and condition</li> <li>• Patient compartment clean and sanitary</li> </ul>			

(continued)

# Skills Checklist



## Vehicle Circle Check (continued)

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
5	Check emergency equipment: <ul style="list-style-type: none"> <li>• Emergency warning lights</li> <li>• Side floodlights</li> <li>• Rear floodlight</li> <li>• Interior lights</li> <li>• Siren and PA system</li> <li>• Backup alarm</li> <li>• Flares</li> <li>• Fire extinguisher</li> <li>• Radio</li> <li>• Ensure there are 2 helmets, 2 traffic safety vests, and 2 level-C haz-mat suits</li> </ul>			
6	Check documentation: <ul style="list-style-type: none"> <li>• Ownership</li> <li>• Insurance</li> <li>• Collision report booklet</li> <li>• Annual inspection sticker and/or certificate</li> </ul>			
7	Document or report any concerns found during the vehicle check			
8	Check is done as per legislation for a commercial driver's licence			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist



## IV Maintenance

Participant's Name: \_\_\_\_\_

		Skill Successfully Demonstrated		
	Skill	Yes	No	Supporting Comments
<b>Preparing an IV Line</b>				
1	To prepare an IV line for use by an IV-endorsed practitioner, first apply personal protective equipment			
2	Inspect solution and packaging prior to assembly of drip set			
3	Confirm and assemble appropriate drip set and lock off the line			
4	Hold solution bag inverted and remove protective cap on port using aseptic technique			
5	Support inverted solution bag, and insert spiked end of IV drip chamber into port with a straight push			
6	Place solution bag in proper vertical position, fill drip chamber $\frac{1}{2}$ to $\frac{2}{3}$ full, release line lock, and purge air from line			
7	Confirm solution is flowing and lock off the line			
<b>Replacing a Solution Bag</b>				
1	To replace a solution bag, prepare a new bag (as above), then lock off the line			
2	Invert solution bag and remove protective cap on port, then insert spiked end of IV drip chamber into port; unlock line and confirm proper flow rate			
3	Document time IV bag was changed, amount and type of solution hung, and any amount discarded			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist

## Pulse Oximetry

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Confirm pulse oximetry unit is in proper working order, and that there are no conditions that would give false readings			
3	Apply pulse oximeter probe to finger presenting with sufficient perfusion			
4	Administer oxygen as required			
5	Confirm palpated pulse rate is same as reading on oximeter			
6	Document readings; confirm assessment findings with patient			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist

## Entonox<sup>®</sup> Set-up and Delivery

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Ensure a safe environment for administration			
3	Attach regulator to tank			
4	Safely "stir" tank			
5	Turn on bottle and check for leaks			
6	Explain procedure to patient			
7	Pass demand valve with mask to patient, and confirm patient self-administers correctly			
8	Deliver supplemental low-flow oxygen between Entonox <sup>®</sup> administrations			
9	Monitor patient's condition; stop protocol if patient's condition is negatively impacted			
10	Upon discontinuation of administration, turn off tank and exhaust-demand valve with appropriate tool			
11	Demonstrate bottle change out procedure, if required			
12	Replace/disinfect reusable mask, if required			
13	Prepare Entonox <sup>®</sup> unit for subsequent usage (including storage)			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist

## Standing Take-Down

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Demonstrate effective communication with other responder(s) throughout procedure			
2	Explain procedure to patient			
3	Responder 1: maintain manual in-line stabilization Responder 2: apply cervical collar (see Application of a Cervical Collar skills checklist)			
4	Responders stand on either side of patient Responder 1: slide backboard behind patient, ensuring that it is aligned properly (centred) Responder 2: brace bottom of backboard with one foot			
5	While holding patient's head steady with one hand, responders place free hand under patient's armpits and grasp next highest handhold on backboard			
6	Safely lower patient to the ground, maintaining manual in-line stabilization and using proper body mechanics			
7	Ensure patient is appropriately held in place (e.g., elbows tucked)			
8	If there is a third responder, Responder 3: maintain manual in-line stabilization from behind backboard			
9	Secure patient to backboard			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_  
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# Skills Checklist



## Scene and Primary Survey

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Identify and reduce any potential environmental risks or hazards			
3	Identify mechanism of injury/chief complaint			
4	Identify number of patients			
5	Identify and request other needed resources			
6	Introduce self			
7	Determine responsiveness and level of consciousness (AVPU)			
8	Determine if manual spinal precautions should be taken, and act appropriately			
9	Open Airway			
10	Check Breathing			
11	Check Circulation, including deadly bleeding			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist



## Secondary Survey

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Explain procedure to patient throughout survey			
3	Interview patient and/or bystanders: <ul style="list-style-type: none"> <li>• Confirm chief complaint and mechanism of injury as determined by primary survey</li> <li>• Collect patient history (SAMPLE)</li> </ul>			
4	Check and record vital signs: <ul style="list-style-type: none"> <li>• Level of consciousness (use Glasgow Coma Scale)</li> <li>• Breathing (rate, rhythm, and quality)</li> <li>• Pulse (rate, rhythm, and quality)</li> <li>• Skin characteristics (colour, condition, and temperature)</li> <li>• Blood pressure (palpation or auscultation as situation dictates)</li> <li>• Pupils (size, pupils of equal size, and reactive to light)</li> </ul>			
5	Complete head-to-toe physical examination: <ul style="list-style-type: none"> <li>• Explain procedure to patient and get consent from patient before touching her</li> <li>• Carefully and systematically examine (exposing when needed) and palpate:               <ul style="list-style-type: none"> <li>◦ Head and neck</li> <li>◦ Shoulders and collarbones</li> <li>◦ Chest</li> <li>◦ Back</li> <li>◦ Abdomen</li> <li>◦ Pelvis and hips</li> <li>◦ Legs and arms</li> </ul> </li> </ul>			
6	Document all findings			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

# Skills Checklist

## Administering Glucose Gel

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Apply personal protective equipment			
2	Explain procedure to patient			
3	Place unconscious patient in semi-prone position and conscious patient in a comfortable position			
4	Check Six Rights of Medication			
5	Measure approximately 12 grams of glucose gel (can be on end of tongue depressor)			
6	Remove oxygen mask and OPA (if using)			
7	Spread glucose gel on inside of lower cheek (buccal area)			
8	Replace oxygen mask and OPA (if using)			
9	Promote absorption of glucose product by massaging outer lower cheek			
10	Document time, route (oral) and dose administered, and result on Patient Care Report			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist

## Rolling a Patient onto a Backboard: From a Supine Position

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Establish a plan with other responders and work as a team			
2	Explain procedure to patient			
3	Apply cervical collar (see Application of a Cervical Collar skills checklist), when appropriate			
4	Responder 1: maintain manual in-line stabilization of patient's head and neck throughout procedure			
5	Responders 2 and 3: place backboard beside patient and kneel on other side of patient			
6	Responder 2: grasp patient's far shoulder and hip to control patient Responder 3: grasp patient's far hip and knee to control patient			
7	Responder 1: give a pre-arranged command to roll patient			
8	Responders roll patient as 1 unit onto patient's side			
9	Responder 2: examine patient's back while keeping one hand on patient's shoulder and supporting patient against thighs			
10	Responders 2 and 3: position backboard against patient			
11	Responder 1: give pre-arranged command to roll patient as 1 unit onto backboard			
12	Responders roll patient as 1 unit onto backboard			
13	Secure patient in centre of backboard (see Securing a Patient on a Backboard skills checklist)			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist

## Rolling a Patient onto a Backboard: From a Prone Position

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Establish a plan with other responders and work as a team			
2	Explain procedure to patient			
3	Responder 1: maintain manual in-line stabilization of patient's head and neck throughout procedure			
4	Responder 2: examine patient's back			
5	Responders 2 and 3: kneel beside patient and place backboard between patient and themselves			
6	Responder 2: grasp patient's far shoulder and hip to control patient Responder 3: grasp patient's far hip and knee to control patient			
7	Responder 1: give a pre-arranged command to roll patient			
8	Responders roll patient as 1 unit onto patient's side			
9	Responder 3: position backboard against patient			
10	Responder 1: give command to roll patient as 1 unit onto backboard			
11	Responders roll patient as 1 unit onto backboard			
12	If possible, apply cervical collar (see Application of a Cervical Collar skills checklist)			
13	Secure patient in centre of backboard (see Securing a Patient on a Backboard skills checklist)			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete       Skill incomplete

Comments: \_\_\_\_\_

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# Skills Checklist

## Rolling a Patient onto a Backboard: From a Semi-Prone Position

Participant's Name: \_\_\_\_\_

	Skill	Skill Successfully Demonstrated		
		Yes	No	Supporting Comments
1	Establish a plan with other responders and work as a team			
2	Explain procedure to patient			
3	Responder 1: maintain manual in-line stabilization of patient's head and neck throughout procedure, being careful not to roll patient onto her face			
4	Examine patient's back			
5	Responders 2 and 3: kneel beside patient and place backboard behind patient			
6	Responder 2: grasp patient's top shoulder and hip to control patient Responder 3: grasp patient's top hip and knee to control patient			
7	Responder 1: give pre-arranged command to roll patient as 1 unit onto backboard			
8	Responders roll patient as 1 unit onto backboard			
9	Apply cervical collar (see Application of a Cervical Collar skills checklist)			
10	Secure patient in centre of backboard (see Securing a Patient on a Backboard skills checklist)			

**NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.**

Skill complete

Skill incomplete

Comments: \_\_\_\_\_

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