



EMT Course 2021-22

STUDENT LEARNING RECORD BOOK

Student Name:

Local Authority:

Tutor:

Course No: EMT 1/2021

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Introduction

This record must be completed by you and maintained, you will be asked to submit it as evidence of completing the course – before you are approved to undertake the PHECC NQEMT Examination.

There is a brief description at the beginning of each section – this is your personal record and will be signed by you, your Tutor and the Civil Defence College Principal – as confirmation that you have completed all elements of the course.

This document is designed to allow it be printed and completed. If you wish to save this onto your computer, you may need to remove some of the lines in to document to allow you complete with ease. However, you will need to print the cover and Section 4 when completing Clinical Placements – as the sections need to be completed and signed by HSE or other supervisors during Clinical Placements.

Section 1: Presentations: Pages 3-5 list the EMT Presentations which you must have attended as part of the course. You need to complete the date and ask the person who delivered the course to sign the appropriate box.

Presentations that were delivered centrally have been completed, if those presentations were delivered again in your local centre – the additional date and signature may be added.

Additional presentations – that do not form part of the course, but that you attended, should also be recorded

Work Shops: Any workshops attended during the course should be recorded on Page 5.

Section 2: Tutorials: Pages 6-8 records the Tutorials – which form the base for discussions you will have with the Civil Defence College or a Tutor who is not directly involved in the delivery of your training. The discussion is confidential between you and the other person, and is based on your experience on the EMT course. The action agreed details will be completed during the discussion, however you should note some detail in the spaces provided.

Section 3: Local Authority Civil Defence Duties: This is space for you to record any relevant Civil Defence duties you attend during the EMT course. Completion of this section will prepare you for completion of the clinical placement log you will be required to complete under supervision following completion of the EMT Course.

In this section you will be recording EFR medications and referencing EFR CPGs

Section 4: Placement Log (ED & NAS): This is your EMT Course clinical placement log – this cannot not be completed until you have completed the training course and before you apply for the EMT Examination. You will be at all times under the direct supervision of suitability qualified health professional. Please read the details and if you need any clarification speak with your tutor.

In this section you will be recording EMT medications and referencing EMT CPGs

Section 5: Reflections and Section 6: Case Studies: Both sections should only be completed during your Clinical Placements following completion of the course.

Section 7: Sign-off and Approval: This is completed at the end of the Clinical Placements and as you apply for the PHECC Examination

Miscellaneous: This allows you to record additional relevant information and make notes

Section 1: Presentations

Each presentation must be signed and dated by both the Student and Presenter as proof of attendance/completion

Module	Presenter Signature	Date
Role and Professional Responsibility of an EMT		
Primary Survey		
Secondary Survey		
Airway and Ventilation		
Respiratory Emergencies		
Cardiovascular Emergencies	Jim Graham	6 th /7 th November 2021
General Medical Emergencies		
Bleeding, Shock and Soft Tissue Injuries		
Musculoskeletal, Head & Spinal Injuries		
Childbirth & Neonatal Resuscitation	Mary O'Neill (Childbirth)	22 nd /23 rd February 2022
Paediatrics		
Health Information Management		
Communication		
Basic Patient Care		

Module	Presenter Name/ Signature	Presenter Date
Gaining Access to the Patient at Scene		
Ambulance Operations		
Clinical Anatomy and Physiology		
Patient Safety and Quality Assurance		
Pharmacology	Mick Lynch	6 th /7 th November 2021
Infection Prevention and Control		
Intramuscular Injection	Damien Dollard	6 th /7 th November 2021
Radio Communications		
Hazardous Material Incident		
Major Emergency		
Civil Disorder		
The Well-Being of the Emergency Medical Technician		
Continuum of Pre-Hospital Emergency Care		
Continuous Professional Competence	Omar Fitzell	3 rd March 2022
Professional Practice & Medico-Legal Issues Concerning the EMT		
Radio Communications		

There is space to add a name if the presentations delivered on the 6th & 7th November were presented locally also.

Additional Modules	Presenter Name/ Signature	Presenter Date
Spinal Motion Restriction	Philip Creane	6 th /7 th November 2021
NAS QR Codes Introduction	Philip Creane	6 th /7 th November 2021

Workshops	Presenter Name/ Signature	Presenter Date

Section 2: Tutorials

Tutorial Record 1.		
1. How are you managing the programme so far?		
2. What part of the programme do you find most difficult?		
3. Are there any areas you would like additional help with?		
4. What part of the programme have you found most helpful?		
5. How beneficial is the online-learning facility?		
6. What do you think are some improvements that could be made to the course?		
Action Agreed:		
Student Name	Tutor Name	Date:

Tutorial Record 2.

1. How are you managing the programme so far?

2. What part of the programme do you find most difficult?

3. Are there any areas you would like additional help with?

4. What part of the programme have you found most helpful?

5. How beneficial is the online-learning facility?

6. What do you think are some improvements that could be made to the course?

Action Agreed:

Student Name

Tutor Name

Date:

Tutorial Record 3.

1. How are you managing the programme so far?

2. What part of the programme do you find most difficult?

3. Are there any areas you would like additional help with?

4. What part of the programme have you found most helpful?

5. How beneficial is the online-learning facility?

6. What do you think are some improvements that could be made to the course?

Action Agreed:

Student Name

Tutor Name

Date:

Section 3: Placement Log: Civil Defence Duties

EVENT TYPE	LOCATION	DATE	STUDENT SIGNATURE	START	FINISH
1					
<p>Your Experience: For Example: Did you provided any pre-hospital care: Briefly outline your involvement, what CPGs were implemented, what medications were administered? Did you observe any Practitioner providing care? Any Additional Comments?</p>					
<p>Add your comment here:</p>					
EVENT TYPE	LOCATION	DATE	STUDENT SIGNATURE	START	FINISH
2					
<p>Your Experience: For Example: Did you provided any pre-hospital care: Briefly outline your involvement, what CPGs were implemented, what medications were administered? Did you observe any Practitioner providing care? Any Additional Comments?</p>					
<p>Add your comment here:</p>					

EVENT TYPE	LOCATION	DATE	STUDENT SIGNATURE	START	FINISH
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3

Your Experience: For Example: Did you provided any pre-hospital care: Briefly outline your involvement, what CPGs were implemented, what medications were administered?
 Did you observe any Practitioner providing care? Any Additional Comments?

Add your comment here:

EVENT TYPE	LOCATION	DATE	STUDENT SIGNATURE	START	FINISH
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4

Your Experience: For Example: Did you provided any pre-hospital care: Briefly outline your involvement, what CPGs were implemented, what medications were administered?
 Did you observe any Practitioner providing care? Any Additional Comments?

Add your comment here:

EVENT TYPE	LOCATION	DATE	STUDENT SIGNATURE	START	FINISH
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5

Your Experience: For Example: Did you provided any pre-hospital care: Briefly outline your involvement, what CPGs were implemented, what medications were administered?
 Did you observe any Practitioner providing care? Any Additional Comments?

Add your comment here:

EVENT TYPE	LOCATION	DATE	STUDENT SIGNATURE	START	FINISH
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6

Your Experience: For Example: Did you provided any pre-hospital care: Briefly outline your involvement, what CPGs were implemented, what medications were administered?
 Did you observe any Practitioner providing care? Any Additional Comments?

Add your comment here:

EFR Medication Administration Record

MEDICATION	DATE	DATE	DATE	DATE	DATE	DATE	DATE
Aspirin							
Adrenaline (1:1000)							
Glucose Gel							
Glyceryl Trinitrate (GTN)							
Oxygen							
Salbutamol							

Clinical Practice Guidelines Implemented on Civil Defence Duties

CPG TITLE	CPG NUMBER	DATE

Section 4: Placement Log (ED & NAS)

The clinical placements arranged for you as part of the EMT course are designed to provide you with the opportunity to gain practical experience under supervision in a variety of settings. Each placement has a number of specific objectives for you to achieve during that placement. These are detailed in the sign off section. While it is realised that you may not achieve all the objectives specified, it is important that each student participates fully in each placement to gain as wide and varied an experience. This experience will be evaluated and assessed prior to submission as a candidate for NQEMT examinations. It is important that relevant experiences are documented and signed by your mentor/supervisor/clinical educator, as only signed entries will be considered.

Professional considerations

As part of the EMT training course, professionalism and conduct were discussed as key elements of being an EMT. You will be participating in these placements as a member of Civil Defence as an EMT trainee and as such you should adopt a professional approach and especially considering the following:

- **Punctuality:** Allow plenty of time to arrive and prepare for your placement. If you are unsure about location etc. pay a visit prior to your placement if possible.
- **Confidentiality:** patient's details must not be identified in documentation or course discussions. Be careful when and where you discuss cases encountered.
- **Appearance:** follow the dress code issued by the course administrator for the specific placement. Wear Civil Defence work wear uniform and ensure you are neat and tidy.
- **Judgements:** avoid making judgements on those you come into contact with, record *observable behaviour only*.
- **Duration:** the minimum hours required is 39 hours – this works out at about 5 x 8-hour days - two days in Hospital & three days Ambulance. Some of the time you may be asked and should make yourself available for a 12-hour shift.
- Because of the current pandemic and other pressures, you may not be offered the full 39 hours as outlined. Therefore you should attend all placements you are offered and ensure to record all relevant information.

Clinical skills record

Introduction

The skills objectives detailed for each placement are aimed at obtaining as broad and varied an experience as possible in clinical management of patients. It is the student's personal responsibility to maintain their record and have it signed on completion of the skill in clinical placements.

Development of Skills

The skills record will highlight for the student the skills required within the placement. Competence is achieved by experience in an actual setting and it is in the student's interest to gain as much practice as possible in the clinical placement.

Placement locations

It is essential that students while on clinical placement familiarise themselves with the organisations policies, procedures, and guidelines before carrying out any clinical intervention.

Internship learning outcomes

The internship process utilises a variety of diverse settings and is designed to enable the student to observe and acquire actual patient care experience in a supervised setting. The learning objectives form the basis for participation in clinical placements.

Attendance at placements

Your placement is arranged by the clinical placement co-ordinator assigned to your EMT course. Each placement location is informed in writing of your attendance and a copy of the learning outcomes provided.

Your responsibilities

- Verify location of placement, arrival time and ensure punctuality
- Ensure you have contact details in the event of an unforeseen circumstance or delay
- Wear ID badge provided & comply with dress codes as required
- Read any Induction material
- Ensure familiarity with your portfolio, particularly Learning Outcomes for that placement
- On completing Learning Outcomes, ensure your Supervisor signs to verify this
- Take responsibility for your own learning: participate as fully as possible
- Contact your assigned Tutor or Clinical Educator on site if any issues arise
- Ensure documentation is completed correctly at the end of your Placement
- Be helpful where possible & thank Staff at the end of your Placement

Clinical/Hospital Placement

OBJECTIVES	COMMENT	DATE	SUPERVISING STAFF SIGNATURE
Demonstrate the ability to take a patient history			
Demonstrate the ability to communicate with patients & relatives			
Assist/Observe the primary & secondary survey, recognise when appropriate intervention is required			
Demonstrate the ability to obtain accurately and record legibly a patient's vital signs (RR, HR, SpO2, BM)			
Observe/Participate in methods of Airway Management			
Management of wounds (describe type, assessment & treatment)			
Assist/Observe in the handover of patients from Ambulance crews			
Demonstrate under supervision the preparation & delivery of medication			
Assist/Observe in the management of a patient experiencing chest pain			
Assist/Observe in the management of a Cardiac Arrest (state involvement)			
Assist/Observe a Spinal Immobilisation (state methods used & involvement)			
Demonstrate under supervision the preparation & delivery of IM injections			

This section should be used for medical/nursing staff to comment on the Trainee Emergency Medical Technician during their placement within the unit. Areas to be included are underpinning knowledge, self-motivation, communication skills, time management and teamwork.

Medical/Nursing Staff:

The Civil Defence College & the EMT Course Faculty would like to acknowledge and thank the staff of the Emergency Department for observing, assisting & mentoring the student in their efforts to achieve the qualification of Emergency Medical Technician.

National Ambulance Service Placement

OBJECTIVES	COMMENT	DATE	SUPERVISING STAFF SIGNATURE
Demonstrate the ability to manage own work effectively			
Demonstrate the ability to work effectively as part of a team			
Participate in the cleaning & preparation of an ambulance as part of the pre-shift check			
Participate in the cleaning of an ambulance & its equipment for handover to the oncoming crew			
Observe/Assist in the care & treatment of a range of patients			
Demonstrate the ability to record an effective patient history			
Accurately record patient information & vital signs on a Patient Care Report (PCR) form			
Display good communication skills with a patient & family members			
Display a good working knowledge of Clinical Practice Guidelines			
Display a good working knowledge of Medication Formulary			
Prepare Oxygen & Entonox sets for administration			
Assist in the safe & effective movement of patients			

Demonstrate competency in the use of Radio/Telephone communication systems			
Present for the shift in a timely manner and fit for duty			
Present for the shift with a tidy & presentable uniform, with the correct PPE			
Communicate effectively with the crew members and other personnel			
Participate in the handover of a patient to Emergency Department staff			
Participate in a de-brief after the completion of a call			

Section continued on following page

This section should be used by the Paramedic Supervisor to comment on the Trainee Emergency Medical Technician during their placement within the National Ambulance Service. Areas to be included are underpinning knowledge, self-motivation, communication skills, time management and teamwork.

PARAMEDIC OR ADVANCED PARAMEDIC SUPERVISOR (Please print name):

The Civil Defence College & the EMT Course Faculty would like to acknowledge and thank the staff of the National Ambulance Service for observing, assisting & mentoring the student in their efforts to achieve the qualification of Emergency Medical Technician.

Medication Administration Record

MEDICATION	DATE	DATE	DATE	DATE	DATE	DATE
Activated Charcoal						
Adrenaline (1:1000)						
Aspirin						
Chlorphenamine						
Glucagon						
Glucose Gel						
Glyceryl Trinitrate (GTN)						
Ibuprofen						
Methoxyflurane						
Naloxone						
Nitrous Oxide 50% and Oxygen 50% (Entonox)						
Oxygen						
Paracetamol						
Salbutamol						

Section 5: Reflections

As an EMT Student, you are asked to discuss one of the conditions & answer the questions listed below:

Conditions:

- Hypothermia
- Seizures/Convulsion
- Hyperthermia
- Severe Allergic Reaction
- Poisoning/Overdose
- Decompression illness
- Altered LOC
- Stroke

Questions:

1. Explain – in your own words, what the condition is and affects the patient?
2. Explain – in your own words, how /why it may happen?
3. List the treatment which an EMT can administer – including interventions and medications.
4. List the relevant PHECC CPG's

When answering the questions above, reference (Chapter, page number) the following:

- A. CPG's, Medication Formulary, Field Guide and other PHECC documentation
- B. Ambulance Care Essentials
- C. Any other relevant books, websites etc.

Please note: if you are completing the following on your computer, you should remove the lines as it will be difficult to complete

List the relevant PHECC CPG's:

References:

Section 6: Case Study

As an EMT student you are required to complete one case study. The case study involves you look at the details of one of the patients you encounter while completing your clinical placements during ambulance placements.

Please note – there must be absolutely no names or any information used which may identify the patient – this is very important to remember for all concerned.

When on your clinical placements, you should pay close attention to what is happening and take notes, however do not allow this stop you providing patient care as required.

When the patient has been 'handed-over' at the hospital, you may have a discussion with the practitioners about the case and the interventions.

The following steps should be followed:

- Select a patient from the patients you have assisted with in the delivery of pre-hospital care (identified as male, female, adult, child, infant, age)
- Discuss the Mechanism of injury or the Development of the illness
- Explain what you saw when you arrived on scene (condition of patient – vital signs and other relevant information)
- Explain your role as a student EMT
- Describe the patient care provided by the practitioners
- List the interventions (medications and other care)
- Describe how the patient reacted to the interventions – improve, no change
- Discuss the condition – explain in your own words how it affected the patient
- Reference: include PCR Identification number and PHECC Licence numbers of Practitioners delivering patient care.

Please note: if you are completing the following on your computer, you should remove the lines but keep the headings, as it will be difficult to complete

Civil Defence EMT Students – Case Study

Patient (identified as male, female, adult, child, infant, age if known or approximate)

Discuss the Mechanism of injury or the Development of the illness

**Explain what you saw when you arrived on scene
(condition of patient – vital signs and other relevant information)**

Explain your role as a student EMT

Describe the patient care provided by the practitioners

Section 7: Sign-off and Approval

Civil Defence College – Record of Course Completion

Student Sign-off

I, the undersigned state that I have completed the hours as stated above and as required for the EMT Internship

Name _____ **BLOCK CAPITALS**

Signature: _____

Civil Defence Volunteer Number: _____

Instructor/Mentor Sign-off

Mentor/Instructors Signature: _____

Training Institute Sign-off – College Principal

Civil Defence College Principal: _____

Date: _____

