



ROYAL LIFE SAVING

QUEENSLAND

Affiliated Clubs



Record of Training

Beach Patrol Courses

(This workbook should be retained at your club)

Title: Mr / Mrs / Miss / Ms	First Name/s:	Last Name:
Club:		
Chief Training Officer:		

Forward

This training record is for members of a beach patrolling club affiliated with the Royal Life Saving Society. Each qualification will be comprised of pre-requisites, a theory workshop, a practical demonstration and assessment, and online exam. Each of these elements must be signed off by a Training Officer.

Before undertaking a higher qualification, each member is required to complete certain practise exercises and a number of patrols specific to each stage. The practise and patrols are to be signed off by the qualified member they were practising with or the patrol captain for the patrol.

The aim of this is to ensure members are experienced in their present qualifications before undertaking higher qualifications which entail higher skills and responsibility, and to ensure members and clubs as a whole present a professional image to the public.

For the purposes of this workbook:

- Practise** is defined as where two or more qualified members are going through activities; they are qualified to perform for the purpose of perfecting their skills.
- Training** is defined as where a qualified training officer is instructing a member in a task or activity.

Important Information

Prior to completing any training or exercise you should complete a Club Induction with your Club Captain or Chief Training Officer (or delegate). You should also complete a pre-exercise assessment, which is a self-assessment to help you determine your own level of health and fitness and if you should undertake exercise or activity. You should never do any training or exercise without considering if you are sufficiently fit to undertake any task asked of you, or if you have any health issues that can lead to injury to you. If you have any doubts or concerns, you should consult your doctor (GP) prior to undertaking any exercise or activity.

Disclosure Documents

Student Handbook



Code of Practice



Course Terms & Conditions



Refund Policy



Privacy Policy



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www.rlssq.com.au

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1. Completion of Training & Courses

The Steps to gaining a qualification are as follows:

Step 1 → Plan your training

Consider if you have met all the pre-requisites for that course
Are you sufficiently fit to complete the course

Step 2 → Attend a Course (the cover will cover theory and practical)

Check when your Club has the next course scheduled and book your self into the course
Consider if you are sufficiently fit for the course, do not do the course if it risks your health

Step 3 → Practice

Practice the skills you have learnt under the supervision of a trainer (if necessary)

Step 4 → Complete Theory Assessment in aXcelerate (see links below)

Revise your theory knowledge
Enrol in a course using the link below
Complete the learning/assessment task
Let your instructor know when you have completed all the assessments

Step 5 → Demonstrate to a Trainer that you have the practical skills

Your Trainer will want to see you have gained the necessary skills to obtain the qualification
Use the worksheets in this book

Step 6 → You Clubs Trainer & Assessor confirms you have gained the qualification

It is only when you instructor completes the 'Assessment Report Form' and sends it to Royal Life Saving that you have gained the qualification.

It is only when you receive the certificate, that you qualification is confirmed.

2. Resources

You will need a number of resources

Personal items

- Suitable clothing (bathers, shorts, towel, etc)
 Goggles & fins
 Any safety gear

Patrol Operation Manual

- Obtain printed copy or [view online](#)

Additional Resources

- Access to aXcelerate
 Training Resources

Equipment

- Most equipment is available from your Club
 Consider safe use of equipment

Online Training System: aXcelerate

Royal Life Saving nationally uses the aXcelerate system to manage student records. These are accessed at two different web pages:

- course enrolment, and www.lifesavingtraining.com.au/club-courses/
- online learning/assessment and student records rlssq.app.axcelerate.com/learner/

Both of these websites can be accessed from the RLSSQ website (www.rlssq.com.au).

You can view the aXcelerate how to guide here:

<https://rlssq.com.au/Downloads/Instructions-Club-Online-Courses.pdf>

3. Your Training Plan

Qualification Syllabus

You trainer will discuss with you a likely order and timeframe for completion of various qualifications. The time frame indicated below is a guide only, and may be longer (or shorter) based on a number of attributes includes your prior experience, your health & fitness, the amount of time you practice your skills, and your ability to learn to the skills.

This page is to be completed in conjunction with your Clubs Instructor.

Qualification	Your Plan
Upon Joining <input type="checkbox"/> Club Induction	__ / __ / __
Approximately three (3) months from joining: <input type="checkbox"/> Radio Operator Certificate (3 months) <input type="checkbox"/> ATV Safety (3 months)	__ / __ / __
Approximately six (6) months from joining: <input type="checkbox"/> Patrol Bronze Star (6 months) <input type="checkbox"/> IRB Safety <input type="checkbox"/> Cardiopulmonary Resuscitation (CPR) (6 months) <input type="checkbox"/> Operational First Aid Awareness (6 months)	__ / __ / __
Approximately one (1) year from joining <input type="checkbox"/> Patrol Bronze Medallion <input type="checkbox"/> Operational First Aid <input type="checkbox"/> IRB Crew	__ / __ / __
Approximately one and a half (1.5) years from joining <input type="checkbox"/> Patrol Captain <input type="checkbox"/> IRB Driver	__ / __ / __
Comments / Remarks <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

4. Practical Workbooks

The following pages details worksheet that can be used for completion of your practical assessment.



The following courses are aligned to Units of Competence within the Australian training framework:

Course	Unit of Competence <small>(link to TGA UoC)</small>	Comments
Cardiopulmonary Resuscitation	HLTAID009 Provide Cardiopulmonary resuscitation	
First Aid	HLTAID011 Provide First Aid HLTAID010 Provide Basic Emergency Life Support HLTAID009 Provide Cardiopulmonary Resuscitation	
Patrol Bronze Star	SISCAQU020 Perform water rescues	
Patrol Bronze Medallion	SISCAQU029 Perform open water rescues	
Oxygen Resuscitation	SISCAQU022 Provide oxygen resuscitation and therapy in an aquatic environment	Planned to be released in later 2024

Satisfactory completion of these course will result in statement of attainment being issued.

Please refer to Chapter 10 of [Patrol Operations Manual](#) for training related information



INSTRUCTIONS

1. Pre-requisite

In order undertake this qualification, members should:
a) be a member of a Club Affiliated with the Society, and
b) be at least 12 years of age.

2.) Workshop

The candidate is to satisfactory complete a workshop covering the following topics:

- Back ground and types of radio systems
- Surf Life Saving Communication Centre
- How to use a radio
- Frequencies and channels
- Radio Protocol & Maintenance

3.) Practical Demonstration

The Candidate is to demonstrate a satisfactory ability to use Radio Communications for:

- a) Daily Patrol Usage Purposes,
- b) In an Emergency, and
- c) Maintain the Radio's in good order

4.) Knowledge Assessment

Answer questions unassisted, sufficient to show that the candidate has sufficient knowledge and skills to use an ATV/4WD. This component is completed using the online training system.

PRACTICAL SKILLS ASSESSMENT

ITEM	DATE	Init.
Locate Radio storage area	__/__/__	
Identify different type of radio (digital, analogue, IRB Radio, VHF, 27mghz, CB)	__/__/__	
Place radio's on charge	__/__/__	
Place radio's into operational use	__/__/__	
Place radio in IRB Harness & soft bag	__/__/__	
Complete Radio Check	__/__/__	
Complete beach status report	__/__/__	
Call for assistance	__/__/__	
Report lost child	__/__/__	
Call for an Ambulance	__/__/__	
Complete Daily Status Report to Surf Com	__/__/__	

Comments:

Completion:

When you have successfully completed this assessment, please show your Clubs Chief Training Officer in order to be assessed and have your final skills assessed as competent.



INSTRUCTIONS

To complete this qualification, you will need to complete the following steps:

1.) Prerequisite

In order to undertake this qualification, members must :

- Drivers: must hold a current (valid) Motor Vehicle Licence, have it readily available, and be at least 18 years old,
- Second person (passenger): must be a minimum age of 14 years old, and
- All drivers, must be authorised by the Club Captain.

2) Induction

The candidate is to satisfactory complete a briefing session covering the following topics:

- a) Training Video
- b) Terms and conditions of use
- c) Safety Briefing

- d) Personal Protective Equipment
- e) Pre-Drive Safety Inspection
- f) Operational Use
- g) Washing/Cleaning the ATV
- h) Liability

3.) Practical Demonstration

The Candidate is to demonstrate a satisfactory ability to use the ATV/4WD.

4.) Knowledge Assessment

Answer questions unassisted, sufficient to show that the candidate has sufficient knowledge and skills. This component is completed using the online training system.

PRACTICAL SKILLS ASSESSMENT

ITEM	DATE	Init.
Complete ATV application for use	__/__/__	
Identify key components of the ATV when asked	__/__/__	
Describe helmet & seatbelt policy	__/__/__	
Refuel the ATV in a safe manner	__/__/__	
Operate the ATV on hard surface	__/__/__	
Operate the ATV on hard sand	__/__/__	
Operate the ATV on loose sand	__/__/__	
Demonstrate how to safely attach & un-attach trailer to the ATV	__/__/__	
Demonstrate how to safely tow trailer in soft sand	__/__/__	
Demonstrate how to safely tow trailer around corners	__/__/__	
Demonstrate use of ATV in crowds	__/__/__	
Demonstrate knowledge of gears and diff lock	__/__/__	

Comments:

Completion:

When you have successfully completed this assessment, please show your Clubs Chief Training Officer in order to be assessed and have your final skills assessed as competent.



Name	Date	/ / 20
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INSTRUCTIONS

<p>1. Pre-requisite In order undertake this qualification, members should: a) be a member of a Club Affiliated with the Society, and b) be at least 14 years of age.</p> <p>2.) Online Theory Module The candidate is to satisfactory complete the online module.</p>	<p>3.) Practical Demonstration The Candidate is to demonstrate a satisfactory ability to Complete CPR in an emergency, Use a EAD (refer to the Assessment Checklist below)</p> <p>4.) Knowledge Assessment Answer questions unassisted, sufficient to show that the candidate has sufficient knowledge and skills. This component is completed using the online training system.</p>
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ASSESSMENT CHECKLIST

To be completed by the Trainer & Assessor on the course delivery day.


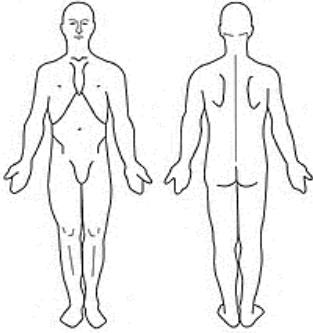
Assessment Record

Record result of assessment activity and ensure that all components of the unit have been addressed.

Unit of Competence	HLTAID009 Provide Cardiopulmonary Resuscitation	
Assessment Activity	Must See The Candidate is to display respectful behaviour towards the casualty in all assessment activities. Refer to Trainer & Assessor Guide for more details.	Satisfactory (✓) Not Yet Satisfactory (X)
<p style="text-align: center; color: blue;"><u>Assessment Activity 1</u></p> <p>Theory Questions: Successfully answer a series of written questions.</p>	<p>You are required to answer a set of theory questions. All candidates are required to achieve 100% on this assessment activity.</p>	
<p style="text-align: center; color: blue;"><u>Assessment Activity 2</u></p> <p>Scenario 1: Safe Manual Handling, rolling the unconscious casualty on the back and in to the recover position.</p> <p>Commence this scenario with the patient lying on their front.</p> <p>The candidate must demonstrate safe manual handling techniques when rolling or moving the casualty.</p> <p>Scenario 2: Demonstration of the Primary Survey (DRSABCD) on Adult and Infant</p> <p>Demonstration of resuscitation on a manikin including adult and infant manikins in a simulated work environment.</p> <p>Techniques performed as per:</p> <ul style="list-style-type: none"> Australian Resuscitation Council guidelines; First Aid Code of Practice; Workplace procedures; and Relevant State/Territory regulations. <p>Candidate must demonstrate:</p> <ul style="list-style-type: none"> effective Rescue Breaths & Chest compressions the use of an Automatic External Defibrillator (AED) including safety precautions, turning on and following the prompts, delivering a simulated shock and use of child's key/setting (if fitted). 	<p>Scenario 1 – Safe manual handling of an unconscious breathing casualty</p> <ul style="list-style-type: none"> Demonstrate rolling an adult casualty onto their back Demonstrate placing an adult casualty in to the recovery position <p>Scenario 2 - The Primary Survey (DRSABCD)</p> <p>Managed, in line with ARC guidelines, the unconscious, non-breathing casualty, including:</p> <p>Part a) Adult:</p> <ul style="list-style-type: none"> Performing at least two (2) minutes of uninterrupted single rescuer Cardiopulmonary Resuscitation (CPR) (five cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor. Following the prompts of an automated external defibrillator (AED) to deliver at least one shock. Demonstrating a rotation of single rescuer operators with minimal interruptions to compressions. Responding appropriately in the event of regurgitation or vomiting. Handing over to emergency services. Providing an accurate verbal report of the incident. Reviewing the incident. <p>Part b) Infant:</p> <ul style="list-style-type: none"> Performing at least two (2) minutes of uninterrupted single rescuer CPR (five cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface. <p>Part c) EMS Interactive Assessment</p> <ul style="list-style-type: none"> Student is to work through an Emergency Services Interactive Assessment as a group. Student needs to be able to understand the detail of information required in a phone call to Emergency Services. <p>The candidate is to use appropriate PPE in all activities.</p>	

Assessment Activity: incident Report Form

For **First Aid**, and **Patrol Bronze Medallion**, you are required to satisfactorily complete an Incident Report Form, please complete the form using details provided by your trainer:

 INCIDENT REPORT FORM NUMBER: 0000					
DETAILS OF THE PERSON RECEIVING TREATMENT SURNAME: _____ FIRST NAME: _____ APPROX AGE: _____ SEX: M / F / OTHER _____ PHONE: _____ GUARDIAN NAME (IF APPLICABLE): _____ Relationship: _____ STATUS: <input type="checkbox"/> PATRONS/VISITOR <input type="checkbox"/> VENUE STAFF <input type="checkbox"/> OTHER: _____					
HISTORY/DETAILS OF INCIDENT: _____ _____ ALLERGIES: _____ MEDICATIONS: (If known) _____	LOCATION OF INCIDENT: _____				
	DATE: DD / MM / YYYY				
	TIME OF INCIDENT: 24:00				
PATIENT ASSESSMENT: <div style="display: flex; align-items: center;">  <div> <p>Key</p> <ul style="list-style-type: none"> A – Abrasions BU – Burn BL – Bleed BR – Bruising C – Contusion D – Discolouration F – Fracture L – Laceration P – Pain R – Rigidity S – Swelling T – Tenderness </div> </div>	SIGNS AND SYMPTOMS: _____ _____ FIRST AID GIVEN/TREATMENT: _____ _____ _____				
EMERGENCY SERVICES REQUESTED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> POLICE <input type="checkbox"/> AMBULANCE <input type="checkbox"/> FIRE TIME OF REQUEST: _____ TIME OF ARRIVAL: _____	REFERRAL FOR CARE: <input type="checkbox"/> HOSPITAL <input type="checkbox"/> OWN DOCTOR <input type="checkbox"/> PATIENT REFUSED CARE <input type="checkbox"/> OTHER: _____				
CASUALTY OBSERVATIONS					
TIME (5 MINUTE INTERVALS)	FIRST INSPECTION	+5 MINUTES	+10 MINUTES	+15 MINUTES	+20 MINUTES
HEART RATE (BPM)	68				
PAIN (X/10)	5				
SPO ₂ (%)	96				
CONSCIOUSNESS (Y/N)	Y				
Casualty Observation is to be completed in detail for casualties who require CPR or Oxygen. Optional for all other incidents. Employee incidents must hand this form to their supervisor on the day of the incident and in accordance with the RLSSQ protocol. Please complete this form in as much detail as possible. If not applicable, mark NA in the fields.					
Privacy and Confidentiality Personal information collected is used by Royal Life Saving Society QLD for the purposes of investigating this incident only. All information is stored in accordance with the RLSSQ policies and procedures. Follow up is outlined on back of this form if required.					
FIRST AIDER: FIRST-NAME SURNAME			SIGNATURE: <i>Firstaider</i>		



Name		Date	/	/ 20
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INSTRUCTIONS

<p>To complete this qualification, you will need to complete the following steps:</p> <p>1.) Prerequisite In order to undertake this qualification, members must have completed a CPR Certificate.</p> <p>2.) Workshop The candidate is to satisfactorily complete an Operational First Aid workshop.</p>	<p>3.) Practical Demonstration The Candidate is to demonstrate a satisfactory ability in practical first aid scenarios.</p> <p>4.) Knowledge Assessment Answer questions unassisted, sufficient to show that the candidate has sufficient knowledge and skills. This component is completed using the online training system.</p>
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ASSESSMENT CHECKLIST

To be completed by the Trainer & Assessor on the course delivery day.

Assessment Record

Assessor to record result of assessment activity and ensure that all components of the unit have been addressed

Unit of Competence	HLTAID011 Provide First Aid HLTAID010 Provide Basic Emergency Life Support HLTAID009 Provide Cardiopulmonary Resuscitation	
Assessment Activity	<p>Must See</p> <p>The Candidate is to display respectful behaviour towards the casualty in all assessment activities. Appropriate PPE is to be used in all activities. Refer to Trainer & Assessor Guide for more details.</p>	<p>Satisfactory (✓) Not Yet Satisfactory (X)</p>

The candidate is to use appropriate PPE in all activities. Trainers should also contextualise scenarios to the candidate's workplaces

Assessment Activity 1	You are required to answer a set of theory questions. All candidates are required to achieve 100% on this assessment activity.	
<p>Assessment Activity 2</p> <p>Scenario 1: Safe Manual Handling, rolling the unconscious casualty on the back and into the recovery position.</p> <p>Commence this scenario with the patient lying on their front.</p> <p>The Candidate must demonstrate safe manual handling techniques when rolling or moving the casualty.</p> <p>Scenario 2: Demonstration of the Primary Survey (DRSABCD) on Adult and Infant</p> <p>Demonstration of Resuscitation on a manikin including adult and infant manikins in a simulated work environment.</p> <p>Techniques performed as per:</p> <ul style="list-style-type: none"> Australian Resuscitation Council Guidelines; First Aid Code of Practice; Workplace Procedures; and Relevant State/Territory Regulations. <p>Candidate must demonstrate:</p> <ul style="list-style-type: none"> Effective Rescue Breaths & Chest compressions <p>The use of an Automatic External Defibrillator (AED) including safety precautions, turning on and following the prompts, delivering a simulated shock and use of child's key/setting (if fitted).</p>	<p>Scenario 1 – Safe manual handling of an unconscious breathing casualty</p> <ul style="list-style-type: none"> Demonstrate rolling an adult casualty onto their back Demonstrate placing an adult casualty in to the recovery position <p>Scenario 2 - The Primary Survey (DRSABCD)</p> <p>Managed, in line with ARC guidelines, the unconscious, non-breathing adult, including:</p> <p>Part a) Adult:</p> <ul style="list-style-type: none"> Performing at least two (2) minutes of uninterrupted single rescuer Cardiopulmonary Resuscitation (CPR) (five cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor Following the prompts of an Automated External Defibrillator (AED) to deliver at least one shock Demonstrating a rotation of single rescuer operators with minimal interruptions to compressions Responding appropriately in the event of regurgitation or vomiting Handing over to emergency services Providing an accurate verbal report of the incident Reviewing the incident <p>Part b) Infant:</p> <ul style="list-style-type: none"> Performing at least two (2) minutes of uninterrupted single rescuer CPR (five cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface. 	
Assessment Activity 3	The candidate is to:	
Provide care for a casualty experiencing minor bleeding:	<ul style="list-style-type: none"> Put on gloves Identify the wound and suitable equipment for cleaning and dressing the wound 	

<p>The signs and symptoms are:</p> <ul style="list-style-type: none"> Casualty is experiencing minor bleeding from an abrasion that has dirt and particles in the wound 	<ul style="list-style-type: none"> Use recognised techniques of wound cleaning with appropriate supplies Cover with a dressing Advise casualty to seek medical advice 	
<p style="text-align: center;"><u>Assessment Activity 4</u></p> <p>Demonstration of a series of first aid treatments associated with basic emergency life support</p> <p>Scenario 1</p> <p>Situation: Providing treatment to a casualty with bleeding. Patient is conscious and has a gash to right leg.</p>	<ul style="list-style-type: none"> Seek consent to assist patient Assess and minimise risk to self, others and patient Assess injury to patient by using calm manner and asking questions relating to history of incident – should determine that the: <ul style="list-style-type: none"> ➤ Patient is conscious ➤ Patient has gash on right leg ➤ Apply identified first aid treatment for: <ul style="list-style-type: none"> ○ Bleeding (non-life-threatening) ➤ Puts on disposable gloves ➤ Remove or cuts clothing to expose injury to leg ➤ Check to see if any visible foreign objects (Assessor notes visible objects) ➤ Apply direct pressure over the wound with a sterile or clean pad ➤ May ask patient to assist with pressure on wound ➤ Lay patient down ➤ Immobilise injured leg ➤ Apply a dressing and a firm bandage to hold the pad in place ➤ Checks circulation ➤ Question: How often do you need to reassess the circulation: Answer: every 30mins 	
<p>Scenario 2</p> <p>Situation: A conscious casualty who is choking</p> <p>Assessor to advise that the treatment has not worked.</p>	<ul style="list-style-type: none"> Encourage casualty to cough Position themselves to deliver back blows Deliver five (5) firm back blows between the shoulder blades using heel of the hand (encourage casualty to cough between each back blow Check mouth and clear any obstructions which may have come loose after each back blow Deliver five (5) chest thrusts Check mouth and clear any obstructions which may have come loose after each chest thrust 	
<p>Scenario 3</p> <p>Situation: Apply first aid procedures for respiratory distress (asthma)</p> <p>At appropriate time assessor to advise: there is no improvement in the casualty.</p> <p>Assessor to advise: there is still no improvement in the casualty.</p>	<ul style="list-style-type: none"> Apply first aid treatment for asthma attack Put on disposable gloves Sit the patient comfortably upright Use calming and reassuring speech Shake inhaler and insert mouthpiece into spacer Place spacer mouthpiece in patient's mouth and give 4 separate puffs of the reliever puffer One puff at a time, asks patient to breath in and out normally 4 times after each puff, waits 4 minutes Where possible remove trigger Re-commence treatment Call for an Ambulance 	
<p>Scenario 4</p> <p>Situation: Providing treatment to a casualty suffering from a severe allergic reaction</p>	<ul style="list-style-type: none"> Apply first aid treatment for severe allergic reaction Put on disposable gloves Verbalise they would call '000' for an ambulance Assist patient to self-administer EpiPen if able Safely remove the EpiPen from the packaging Remove the blue safety cap Place EpiPen on to the correct injection area Hold EpiPen firmly with the tip (orange end) at right angles against outer leg thigh Press hard (wait for click) and hold for three (3) seconds Note time EpiPen was administered and ensure Emergency Medical Services (EMS) have been called. Discard the EpiPen safely (can be handed to EMS) Verbalise that they would: <ul style="list-style-type: none"> ○ Observe patient and monitor until EMS arrives ○ Administer a second EpiPen if little or no improvement after five (5) minutes (if available) 	
<p style="text-align: center;"><u>Assessment Activity 5</u></p> <p>Demonstration of a series of first aid treatments:</p> <p>Scenario 1</p> <p>Fractured lower limb, shock and secondary assessment: The candidate is to enter room; casualty is to be lying in an awkward position in pain holding on to their leg. Assessor is to advise the following signs and symptoms.</p> <ul style="list-style-type: none"> pain at site on lower leg tenderness over the injured area 	<p>Candidate is to:</p> <ul style="list-style-type: none"> Demonstrate applying suitable PPE (i.e. surgical gloves) Using calm manner and asking questions relating to history of incident – should determine that the patient is: <ul style="list-style-type: none"> ➤ conscious (Assessor to advise) ➤ has a fractured lower leg ➤ starting to go into shock <p>Fractured lower limb treatment</p> <ul style="list-style-type: none"> Asks for assistance from fellow workers to assist in making casualty comfortable. Applies safe manual handling procedures to move or adjust patient Asks fellow worker to call for medical assistance Immobilise the limb with splints (improvise if no splints available) Applies bandaging to secure splints in place 	

<ul style="list-style-type: none"> • loss of power or function of lower leg • there is swelling or irregularity on the surface of the broken bone • skin is pale • cold and sweaty • casualty has an altered state of consciousness • breathlessness • feeling faint and nauseous <p>The candidate is required to identify the injury and then commence treatment.</p> <p>Note:</p> <p>(1) Candidate is to perform a secondary assessment once casualty has been treated for primary injury.</p> <p>(2) During the Post Incident Debrief, candidate is to self-reflect on the incident and their response.</p>	<ul style="list-style-type: none"> ▪ Continually talks to casualty in a calm manner ▪ Once bandaged continually checks the warmth or pulse of foot for circulation <p>Treatment for Shock</p> <ul style="list-style-type: none"> ▪ Lay's casualty in comfortable position ▪ Maintains the airway <p>Removing gloves</p> <ul style="list-style-type: none"> ▪ Grasps one glove near cuff and pull down and off the hand, turning the glove inside out, and hold it in the still gloved hand ▪ Grasp second glove at the cuff and pull down the hand ▪ Cover the already removed glove with the one now being removed ▪ Pull the second glove off completely. Both gloves should be inside-outside and one inside the other ready for disposal ▪ Dispose of gloves as in a safe manner <p>Post Incident Debriefing</p> <p>Conduct a post incident debriefing session including:</p> <ol style="list-style-type: none"> 1. Operational Debrief <ul style="list-style-type: none"> ▪ Outline the casualty's conditions ▪ Detail the management provided to the casualty ▪ Detail follow up recommendations for the casualty, anyone involved and workplace procedures ▪ Complete necessary reporting 2. Emotive Debrief <ul style="list-style-type: none"> ▪ Observe for any people displaying obvious emotional trauma ▪ Outline the effects that traumatic events can have on people (straight away and delayed on-set) ▪ Outline what support is available and how to access that support ▪ Outline the process 'from here' as far as follow-up, accessing additional support, etc. 3. Consider External Counselling 4. Follow up (arrange follow up meeting) 	
<p>Scenario 2</p> <p>Slings: The candidate is to demonstrate the following slings based on the injuries identified.</p> <p>Assessor to provide the following information:</p> <ul style="list-style-type: none"> • Two slings to support the hand, arm or shoulder injury • Broken lower arm 	<p>The candidate should have demonstrated how to apply:</p> <ul style="list-style-type: none"> • Elevated Sling • Collar and cuff sling • Traditional 'broken arm' sling (Arm sling) 	
<p>Scenario 3</p> <p>Bandaging: The candidate is to demonstrate the following bandages based on the injuries identified.</p> <p>Assessor to provide the following information:</p> <ul style="list-style-type: none"> • Snake Bite • Sprained or strained foot 	<p>The candidate should correctly demonstrate:</p> <p>Snake Bite:</p> <ul style="list-style-type: none"> ▪ Pressure immobilisation ▪ Figure 8 or splint <p>Sprain or Strain (Soft Tissue Injury), demonstrate:</p> <ul style="list-style-type: none"> ▪ Rest the injured part ▪ Ice (apply ice pack wrapped in cloth) ▪ Compression (Compression bandage) ▪ Elevation of the injured area ▪ Referral for medical advice 	
<p>Scenario 4</p> <p>The Candidate is to demonstrate the management of a nosebleed on a patient</p>	<p>The candidate should correctly demonstrate</p> <ul style="list-style-type: none"> ▪ Instructing the casualty to firmly squeeze their nose just below the bony part at the base ▪ Positioning the casualty to sit with their head upright and slightly forward (to avoid swallowing blood) ▪ Remain still for at least 10 minutes ▪ Seek medical aid if bleeding has not been controlled after 20 minutes ▪ If bleeding is controlled, advise the casualty to resist blowing for a while (if necessary, blow gently) 	
<p style="text-align: center;"><u>Assessment Activity 6</u></p> <p>Scenario 1</p> <p>Reporting: The candidate is to provide a verbal <u>AND</u> a written report of one of the scenarios from Assessment Activity 5</p>	<p>The candidate should have demonstrated in a verbal report:</p> <ul style="list-style-type: none"> ▪ Patients' details ▪ Type of incident, what happened ▪ Casualty's signs and symptoms ▪ Treatment provided ▪ Casualty's observations ▪ Witness details <p>The candidate is to satisfactorily complete the Incident / Accident Report.</p>	



INSTRUCTIONS

1. Pre-requisite

In order undertake this qualification, members should be a member of a Club Affiliated with the Society.

Preferred Qualifications

- First Aid Certificate (Operational / Senior)
- Radio Operator Certificate
- Level 7 Swim & Survive^[SEP]

Age : 12 years of age (preferred)

Experience: Nil Required

2.) Workshop

The candidate is to satisfactory complete a workshop covering the theory topics.

3.) Practical Demonstration

The Candidate is to demonstrate a satisfactory ability as indicated below.

4.) Knowledge Assessment

Answer questions unassisted, sufficient to show that the candidate has sufficient knowledge and skills. This component is completed using the online training system.

PRACTICAL SKILLS ASSESSMENT

ITEM	DATE	Init.
Signals: Demonstrate knowledge of signals used on a beach patrol.	__/__/__	
Surface Dive & Search Pattern: Perform a head first & feet first surface dive (2 meters of water) & recover an object. The candidate will demonstrate appropriate search patterns.	__/__/__	
Types of Swimmers: (a) a weak swimmer, ^[SEP] (b) a non-swimmer, & ^[SEP] (c) an injured swimmer	__/__/__	
Entries: (a) unknown water conditions ^[SEP] (b) known water conditions ^[SEP] (c) known shallow water	__/__/__	
Defensive Techniques & Escapes: (a) The defensive position ^[SEP] (b) a reverse, (c) a leg block	__/__/__	
Escapes: Perform in deep water one escape selected by the examiner from the following: ^[SEP] (a) a lunge ^[SEP] (b) an attempted grasp from the front (c) a grasp from the front.	__/__/__	
Survival Skills: Dressed in normal patrol uniform: ^[SEP] (a) float using hand sculling movements for 1 minute, tread water for 1 minute waving intermittently ^[SEP] (b) put on a PFD in deep water and swim 50 metres (c) demonstrate the HELP position ^[SEP] (d) climb out of the water unassisted.	__/__/__	
Run-Swim-Run: (normal patrol uniform) 50 metre run, ^[SEP] 100 metre freestyle, 100 metres side stroke, 100 metres breaststroke (with underwater arm recovery), 50 metre run. Target time of 10 minutes.	__/__/__	
Reach Rescue: Wade out to a victim and while staying out of reach, pass them a rope, article of clothing or other aid then tow the victim 10 metres back to the edge or into shallow water and assist the victim from the water.	__/__/__	
Throw Rescue - PFD / Rescue Tube: A person is in difficulty 10 metres from safety. Effect a throwing rescue using a PFD or Rescue Tube as a buoyant aid. Assist the victim from the water.	__/__/__	
Throw Rescue – un-weighted rope: A person is in difficulty 12 metres from safety. Perform a throwing rescue using an un-weighted rope. Assist the victim from the water.	__/__/__	
Rescue Equipment – Conscious Patient: Using a rescue board/ski, approach the victim for 50 meters and returns the victim to shore, assists the victim from the water.	__/__/__	
Non-Contact Tow – Conscious Patient: A weak swimmer is in difficulty in deep water 20 metres from safety. With a Rescue Tube: ^[SEP] enter the water safely, ^[SEP] swim to the person and adopt a defensive position offer the aid to the person and tow to safety assist the person out of the water.	__/__/__	
Initiative: Demonstrate initiative in rescue of a person who is no more than 15 metres from safety.	__/__/__	
Resuscitation Awareness (A) The candidate is to demonstrate knowledge of Primary Survey (DRSABCD) as required in the Society's 'Resuscitation Awareness' (or equivalent) qualification.	__/__/__	
Automatic External Defibrillator (A) Demonstrate a knowledge of, and ability to use an Automatic External Defibrillator in an emergency.	__/__/__	

<p>Oxygen Equipment (A) Demonstrate the use of oxygen therapy. Answer questions on oxygen equipment from the following areas: - general principals and functions of oxygen equipment - advantages and disadvantages of oxygen equipment - problems encountered during the use of oxygen equipment</p>	<p>__/__/__</p>	
<p>First Aid & Emergency Care (A) The Candidate is able to demonstrate an ability to assist a life saver (who holds at least a Bronze Medallion), perform first aid, and has a knowledge of elementary after care.</p>	<p>__/__/__</p>	
<p>Spinal Injury Management (A) Demonstrate the correct technique for performing an extended arm roll over and a vice grip, and then the application of cervical collars and spine boards for the immobilisation of a suspected spinal injury to the neck</p>	<p>__/__/__</p>	
<p>Comments:</p>		
<p>Completion: When you have successfully completed this assessment, please show your Clubs Chief Training Officer in order to be assessed and have your final skills assessed as competent.</p>		



INSTRUCTIONS

To complete this qualification, you will need to complete the following steps:

1.) Prerequisite

In order to undertake this qualification, members must :

- 14 year of age
- CPR & Operational First Aid Certificate
- Patrol Bronze Star
- Three months membership in the Club

2.) Workshop

The candidate is to satisfactory complete a workshop covering the theory topics.

3.) Practical Demonstration

The Candidate is to demonstrate a satisfactory ability as indicated below.

4.) Knowledge Assessment

Answer questions unassisted, sufficient to show that the candidate has sufficient knowledge and skills. This component is completed using the online training system.

PRACTICAL SKILLS ASSESSMENT

ITEM	DATE	Init.
Knots: Demonstrate how to tie (a) a clove hitch (b) a Bowline (c) a reef knot (d) a figure eight stop knot	__/__/__	
Emergency Services and Equipment (I) the candidate is able to demonstrate an awareness of emergency services and equipment used by the club or available in the area to be patrolled.	__/__/__	
Run-Swim-Run (A) Wearing swim wear and normal patrol uniform, the candidate is to perform a run-swim-run (100 metre run, 400 metre freestyle swim, 100 metre run) Target time of 10 minutes.	__/__/__	
Contact Tow (with Aid) Unconscious Patient (A) An unconscious victim is in deep water 20 meters from safety. With a Rescue Tube enter the water safely, swim to the person and adopt a defensive position demonstrate Rescue Breaths in deep water bring the victim to the waters edge Using a Drag or Carry, move the victim form the water and place above high water mark in a position ready for resuscitation. The rescuer shall then commence Primary Survey. The Examiner will indicate the presence or absence of normal breathing during assessment of the victim.	__/__/__	
Rescue Equipment – Unconscious Patient (A) Demonstrate a rescue using a rescue board or rescue ski in which the rescuer approaches the victim for 50 meters (swimming/paddling distance), and returns the victim to shore: Using a Drag or Carry, move the victim form the water and place above high water mark in a position ready for Primary Survey. The rescuer shall then commence Primary Survey. The Examiner will indicate the presence or absence of breathing during assessment of the victim.	__/__/__	
Contact Tow – Unconscious Patient (A) An unconscious, breathing person is 50 metres from safety. Enter the water, swim a 50 metres approach and tow the person 50 metres to safety. The candidate will commence the rescue wearing normal patrol uniform, any of which may be discarded as desired.	__/__/__	
Rescue and Resuscitation (A) An unconscious and non-breathing person is floating face-down in deep water. The candidate should: Enter the water and swim to the person Turn the person over and tow 10 metres to shallow water, Call for assistance, Using a Drag or Carry, move the victim form the water and placed above high water mark in a position ready for resuscitation. The rescuer shall then commence Primary Survey. The Examiner will indicate the presence or absence of breathing during assessment of the victim.	__/__/__	

<p>Initiative (A) Demonstrate initiative in rescuing victims whose condition and actions are unreliable in a situation typical within the prevailing conditions. The examiner will brief the victims. Usual patrol emergency procedures may be used.</p>	<p>__/__/__</p>	
<p>Record Keeping (I) As per the Patrol Bronze Star, plus: Record any training, or problems with equipment; Record Radio, IRB, ATV usage (if applicable); and ^(SEP)Records Statistical Information.</p>		
<p>Resuscitation (A) The candidate is to demonstrate knowledge of Primary Survey (DRSABCD) as required in the Society's 'Resuscitation' (or equivalent) qualification. Demonstrate simulated Rescue Breathing (previously expired air resuscitation) using either: (a) a rescue board or ski, or ^(SEP)(b) a rescue tube with rubber flippers/fins.</p>		
<p>Automatic External Defibrillator (A) Demonstrate a knowledge of, and ability to use an Automatic External Defibrillator (AED) in an emergency.</p>	<p>__/__/__</p>	
<p>Oxygen Equipment (A) a) Demonstrate the use of oxygen therapy. Answer questions on oxygen equipment from the following areas: ^(SEP) general principals and functions of oxygen equipment, ^(SEP) advantages and disadvantages of oxygen equipment, ^(SEP) problems encountered during the use of oxygen equipment. ^(SEP)b) Demonstrate CPR with the use of an Air Bag, and Oxygen supplement.</p>	<p>__/__/__</p>	
<p>First Aid & Emergency Care (A) The Candidate is able to demonstrate an ability to assists a life saver (who hold at least a Bronze Medallion), perform first aid, and has a knowledge of elementary after care.</p>	<p>__/__/__</p>	
<p>Spinal Injury Management (A) Demonstrate the correct technique for performing an extended arm roll over and a vice grip, and then the application of cervical collars and spine boards for the immobilisation of a suspected spinal injury to the neck</p>	<p>__/__/__</p>	
<p>Comments:</p>		
<p>Completion: When you have successfully completed this assessment, please show your Clubs Chief Training Officer in order to be assessed and have your final skills assessed as competent.</p>		



INSTRUCTIONS

To complete this qualification, you will need to complete the following steps:

1.) Prerequisite

Prior to commencing training for this qualification, the Candidate is to:

- a) be at least 12 years of age
- b) hold a Level 7 Swim & Survive Certificate (or equivalent)

2.) Introductory Workshop

The candidate is to satisfactorily complete a workshop covering the following topics all topics in the IRB Safety Qualification. The workshop includes demonstration of initial practice of all skills.

3.) Practical Demonstration

The Candidate is to demonstrate a satisfactory ability in practical first aid scenarios.

4.) Knowledge Assessment

Answer questions unassisted, sufficient to show that the candidate has sufficient knowledge and skills. This component is completed using the online training system.

PRACTICAL SKILLS ASSESSMENT

ITEM	DATE	Init.
IRB Theory: The candidate has a knowledge about: (a) Background to the IRB, (b) Legal Aspects, (c) Responsibility	__/__/__	
Dry Land Demonstration: The candidate can demonstrate on land the main tasks required of a crew person. (boarding the IRB, disembarking the IRB, correct seating position, correct posture in heave seas, etc)	__/__/__	
Safety Management Plan (SMS): The Candidate has a copy of the SMS and can answer questions to demonstrate they have a knowledge of the SMS	__/__/__	
Emergency Response Plans: The Candidate has a copy of the ERP and is able to explain what is required to be done if an emergency occurs.	__/__/__	
Safety Equipment: The candidate can locate and demonstrate correct use of all safety equipment in the IRB	__/__/__	
Life Jackets: The candidate is able to correct use life jackets and knows when they are required to be worn. The candidate should be able to don a life jacket whilst in the water and place a life jacket on an unconscious patient.	__/__/__	
Dangers & Risk Management: The candidate is able to demonstrate key dangers whilst using an IRB and how to reasonably manage those risks to ensure safety of driver, crew, patients and beach goers.	__/__/__	
Refuelling the IRB: The candidate is able to demonstrate safe procedures whilst refuelling the an IRB (a) before it is launched, and (b) whilst it is on the beach	__/__/__	
Trailer Safety: The candidate is able to demonstrate safe procedures with respect to towing and trailer use	__/__/__	
Entering & Exiting the IRB: The Candidate can demonstrate satisfactory capability to safely enter and exit an IRB.	__/__/__	
Crew Skills: The candidate can demonstrate a satisfactory ability to crew an IRB in a safe manner, and has an understanding of safety considerations.	__/__/__	
Comments:		
Completion: When you have successfully completed this assessment, please show your Clubs Chief Training Officer in order to be assessed and have your final skills assessed as competent.		



INSTRUCTIONS

To complete this qualification, you will need to complete the following steps:

1.) Prerequisite

Prior to commencing assessment for this qualification, the Candidate is to:

- a) be at least 15 years of age.
- b) holds a Patrol Bronze Medallion Qualification (or equivalent) for three (3) months.
- c) be physically able to complete all IRB skills in a safe manner
- d) have satisfactorily completed an IRB Safety Briefing within the last 12 months.
- e) have proven training experience in the intended role of IRB Crew for at least 10 hours.

2.) Workshop

The candidate is to satisfactorily complete a workshop covering the all topics in respect to IRB Crew. The workshop includes demonstration of initial practice of all skills.

3.) Practical Demonstration

The Candidate is to demonstrate a satisfactory ability to Crew and IRB.

4.) Knowledge Assessment

Answer questions unassisted, sufficient to show that the candidate has sufficient knowledge and skills. This component is completed using the online training system.

PRACTICAL SKILLS ASSESSMENT

ITEM	DATE	Init.
The candidate is to have attended and satisfactorily completed an approved IRB Crew workshop in the immediate 12 months prior to the assessment for this qualification. The workshop is to review the following topics: a) Safety Briefing & Safe procedures b) Communications, authority c) Pre-operations d) Crew Skills (Basic & Advanced) e) Rescue & Emergency Care f) Theoretical Knowledge	__/__/__	
Safety Management System (SMS): The Candidate is to demonstrate a knowledge of the SMS as required for a crew person.	__/__/__	
Knots, rope & line's: The candidate is able to 1) Coiling rope & storage 2) Bowline 3) Clove hitch 4) Sheep shank 5) Figure 8 stop knot	__/__/__	
Communications: The candidate is to demonstrate satisfactory ability to communicate, in respect to IRB operation, by utilising: a) Flag/arm/hand signals, b) Radio communication	__/__/__	
Pre-Operational Check & Maintenance: The candidate is to demonstrate satisfactory ability to set-up and check an IRB & Outboard Motor prior to use.	__/__/__	
Crew / Driver Skills: The candidate can satisfactorily demonstrate the following skills (in the capacity of an IRB Driver or Crew) : a) Craft Launching & Retrieval c) Towing a boat b) Crew in surf to 1m d) Recover a kite/wind surfer	__/__/__	
Rescue & Emergency Care: The candidate can demonstrate rescue & care of a casualty (as either Crew or Driver), including: a) a conscious casualty in deep water (tired, weak or non swimmer) b) an unconscious casualty (skill to demonstrate Rescue Breathing in boat, deliver of patient to beach, and Primary Survey on beach) c) injured casualty (including removal of patient from craft after craft has safely landed on beach) d) two conscious casualty e) removal of unconscious patient from boat	__/__/__	
Advanced Skills: The Candidate is to satisfactorily demonstrate the ability to cope with the following emergency situations: a) driver (helmsman) overboard b) engine failure in operational conditions c) simulated puncture of pontoon (IRB) d) roll-over procedure for craft (simulated roll-over to be carried out without motor attached to boat)	__/__/__	

Theoretical Knowledge: The Candidate is to pass a theoretical test of the boat & motor, key crewman skills, and safety matters.	_/_/_	
Comments:		
Completion: When you have successfully completed this assessment, please show your Clubs Chief Training Officer in order to be assessed and have your final skills assessed as competent.		



INSTRUCTIONS

To complete this qualification, you will need to complete the following steps:

1.) Prerequisite

Prior to commencing assessment for this qualification, the Candidate is to:

- a) be at least 16 years of age.
- b) have held an IRB Crew Certificate for three (3) months.
- c) have proven training experience in the intended role of IRB Driver for at least 10 hours.
- d) Hold a current Recreation Marine Driver Licence as issued by Queensland Government.

2.) Workshop

The candidate is to satisfactory complete an IRB Driver workshop.

3.) Practical Demonstration

The Candidate is to demonstrate a satisfactory ability to Drive and IRB.

4.) Knowledge Assessment

Answer questions unassisted, sufficient to show that the candidate has sufficient knowledge and skills. This component is completed using the online training system.

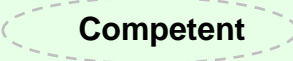
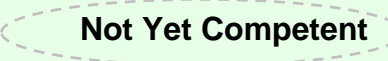
PRACTICAL SKILLS ASSESSMENT

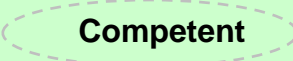
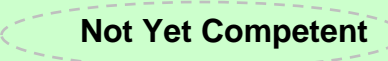
ITEM	DATE	Init.
<p>The candidate is to have attended and satisfactorily completed an approved IRB Crew workshop in the immediate 12 months prior to the assessment for this qualification. The workshop is to review the following topics:</p> <ul style="list-style-type: none"> a) Safety Briefing & Safe procedures b) Communications, authority c) Pre and Post operations d) Crew & Driver Skills (Basic & Advanced) e) Rescue & Emergency Care f) Theoretical Knowledge 	_/_/_	
<p>Safety Management System (SMS): The Candidate is to demonstrate a knowledge of the SMS as required for a IRB Driver.</p>	_/_/_	
<p>Post Operation Checks & Maintenance: The candidate is to demonstrate satisfactory ability to close down, clean and maintain an IRB & Outboard Motor.</p>	_/_/_	
<p>Buoys & Anchors: The Candidate is to satisfactorily demonstrate the ability to place & recover anchors & buoys under direction of a shore based patrol member.</p>	_/_/_	
<p>Record Keeping The Candidate is to demonstrate a knowledge and ability to complete and maintain the required records for an IRB, including:</p> <ul style="list-style-type: none"> a) IRB Log & maintenance records b) Maritime Safety Qld Incident Reports c) Workcover Incident Reports 	_/_/_	
<p>Motor Rollover Procedures The Candidate is to demonstrate sufficient knowledge to repair an outboard motor, in a safe manner, after such has been immersed in water (i.e. boat rollover).</p>	_/_/_	
<p>Comments:</p> 		
<p>Completion: When you have successfully completed this assessment, please show your Clubs Chief Training Officer in order to be assessed and have your final skills assessed as competent.</p>		

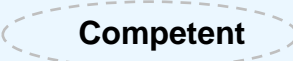

ASSESSMENT OUTCOME

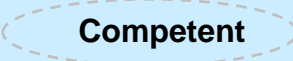
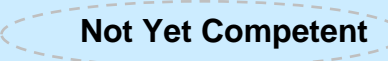
Trainer & Assessor

To complete and sign course assessment outcome statement below and return workbook to RLSSQ with Assessment Report Form

Assessment Outcome Statement: Provide Cardiopulmonary Resuscitation		
Units of Competency: HLTAID009		
The participant is: Trainer & Assessor to circle either Competent or Not Yet Competent.	 Competent	 Not Yet Competent
	The Course Participant has satisfactorily demonstrated competence in the Assessment Activities detailed on the Assessment Checklist and shown competence in the skills required.	The Course Participant has not yet demonstrated satisfactory competence in all of the Assessment Activities.

Assessment Outcome Statement: Provide First Aid		
Units of Competency: HLTAID009, HLTAID010, HLTAID011		
The participant is: Trainer & Assessor to circle either Competent or Not Yet Competent.	 Competent	 Not Yet Competent
	The Course Participant has satisfactorily demonstrated competence in the Assessment Activities detailed on the Assessment Checklist and shown competence in the skills required.	The Course Participant has not yet demonstrated satisfactory competence in all of the Assessment Activities.

Assessment Outcome Statement: Patrol Bronze Star		
Units of Competency: SISCAQU020 Perform water rescues		
The participant is: Trainer & Assessor to circle either Competent or Not Yet Competent.	 Competent	 Not Yet Competent
	The Course Participant has satisfactorily demonstrated competence in the Assessment Activities detailed on the Assessment Checklist and shown competence in the skills required.	The Course Participant has not yet demonstrated satisfactory competence in all of the Assessment Activities.

Assessment Outcome Statement: Patrol Bronze Medallion		
Units of Competency: SISCAQU029 Perform open water rescues		
The participant is: Trainer & Assessor to circle either Competent or Not Yet Competent.	 Competent	 Not Yet Competent
	The Course Participant has satisfactorily demonstrated competence in the Assessment Activities detailed on the Assessment Checklist and shown competence in the skills required.	The Course Participant has not yet demonstrated satisfactory competence in all of the Assessment Activities.


I, the below named Trainer & Assessor confirm that the candidate has completed the Assessment Activities in accordance with the Royal Life Saving Assessment Outline. All assessments have been conducted in accordance with Royal Life Saving's Trainers & Assessor Guide, policies and procedures and/or accepted best practice principles. I have explained re-assessment and student rights (if applicable):

Name: _____ Signature: _____ Date: ___ / ___ / ___
Trainer/Assessor

Course Participant

To sign acceptance of assessment outcome below:

I, the Course Participant named below, accept the outcome of the assessment and I understand that a Statement of Attainment will only be issued once my USI and other details have been validated and all pre-requisites have been confirmed. I have been explained my rights to re-assessment or appeal (if applicable):

Name: _____ Signature: _____  Date: ___ / ___ / ___
Student / Course Participant

Please sign here