



Club Lifesaving Advisor

Guidelines

2011 – 2012



Contents

Introduction	page 3
General Responsibilities of the Club Lifesaving Advisor	page 3
New Awards	page 4
Table: Prerequisites prior to commencing any training	page 7
Assessment Requests	page 8
Proficiency Assessments	page 9
Proficiency Requirements 2011-2012	page 11
CPR Protocols	page 17

Introduction

The Club Lifesaving Advisors (CLA) in each Club are a vital element in the successful training and assessment of SLSA awards.

CLAs must be current Assessors (in any discipline) and be endorsed annually by the Chairman of the SA Board of Lifesaving (2011-12 Bruce Hosking).

CLAs should be aware of current policies and developments with regard to award and proficiency requirements.

General Responsibilities of Club Lifesaving Advisors

CLAs are responsible for:

- all proficiency assessments in the club (relevant to assessor awards held by individual CLAs)
- determining the eligibility of members to be assessed for SLSA awards, by conducting preliminary assessments and checking prerequisites
- coordinating other members nominated to assist in assessing members for proficiency**
- processing the necessary paper work for new assessments and proficiencies on SurfGuard (Form 14)
- liaising with other Club Officers, Chairman of the SA Board of Lifesaving, and/or his nominee in all matters
- conducting pre-season inspections of lifesaving equipment, in conjunction with Club Officers

**Members who are not assessors may assist with various elements of Bronze and SRC proficiency assessment; this is under the authority of the appointed Club Lifesaving Advisor and must be approved by the Chairman of the SA Board of Lifesaving. These members must hold, at a minimum, a current Advanced Resuscitation Techniques Certificate, and be suitably qualified to assist in relevant areas.

New Awards

Prerequisites

CLAs must ensure that all members wishing to undertake training for an award meet the prerequisites for that award, including being a registered member prior to the commencement of any training.

Bronze and SRC

When the prerequisite swim is complete, the trainer should ensure that the relevant box in the Squad Record Sheet is filled in, to be signed by the CLA at the preliminary assessment.

IRB

Prior to commencement of IRB Driver training, boat licenses must be added to each candidate's details in SurfGuard with a copy provided to SLSSA. IRB Crew log hours must be checked to ensure that a minimum of 10 crew hours have been completed prior to the commencement of IRB driver training.

All awards

See the table of prerequisites on page 7.

Candidate induction

All Bronze Medallion and SRC candidates must undergo an induction to the course, conducted by a suitably experienced club official or senior member. This induction forms an important part of the learning and assessment, and all candidates will be questioned on a random selection of information given to them during their induction.

Those responsible for leading candidates through an induction should refer to the induction checklist in the 33rd Edition of the Public Safety and Aquatic Rescue Training Manual (pages xiv to xv), to ensure that they cover all of the required information. When the induction is complete, the trainer/s should ensure that the person who took the candidates through the induction completes the relevant box in the Squad Record Sheet.

Squad sizes

Clubs are reminded that squad numbers should be kept to a reasonable number to ensure that all the training is effective and that a sufficient number of assessors can be provided.

The preferred squad number for a Bronze or SRC assessment is two (minimum) and 12 (maximum).

Squad Record Sheet

Bronze and SRC

The Squad Record Sheet is used to list details of prerequisite swim times, candidate induction dates, and preliminary assessment dates. Trainers and/or CLAs need to complete the relevant areas on the Squad Record Sheet (available from the SLSSA website), and CLAs must send the sheet to SLSSA when the Assessment Request (Form 14) is being submitted on SurfGuard.

The Squad Record Sheet is required because SLSSA is legally required to record the fact that people have been inducted into the 'workplace', and to provide evidence that preliminary assessment has taken place.

If the Squad Record Sheet is not received with the Form 14 the assessment will be rejected.

Preliminary assessments

Bronze and SRC

When the trainer believes that the squad is competent and therefore ready for assessment, a preliminary assessment (mock assessment) must be conducted by a CLA. This preliminary assessment **must** be undertaken prior to the Form 14 and Squad Record Sheet being submitted.

When the preliminary assessment is complete, the CLA should ensure that the relevant box in the Squad Record Sheet is filled in.

IRB

Prior to the assessment request being submitted, the Club Lifesaving Advisor must be satisfied that the squad has completed sufficient surf/wave training. Where necessary, other members should be utilised to assist/assess the squad's surf/wave training. Once the preliminary assessment has been completed and the Club Lifesaving Advisors are satisfied that the candidates are ready for final assessment, the assessment request must be submitted to SLSSA a minimum of **14 days** in advance.

Other awards

It is highly recommended that preliminary assessments are conducted for all awards, prior to submitting the assessment request (Form 14) on SurfGuard.

Workbooks and theory papers

Bronze and SRC

Underpinning knowledge for Bronze and SRC candidates can be assessed either by a theory paper or by completing the candidate workbook.

Clubs have the option of having their candidates complete a theory paper at the time of assessment, or completing the candidate workbook throughout the course. In either case, the workbook can be used as a revision tool, as homework, or as confirmation that learning has occurred.

Should the candidate workbook be the assessment option, it needs to be completed prior to the assessment and marked off by the CLA on the Squad Record Sheet. Workbooks will be sighted by the assessor at the time of assessment, and if not complete, the assessment will not go ahead (for non-completing candidates). Depending on candidate numbers, copy/s will be collected by the assessor, photocopied at SLSSA then returned to the candidate.

The theory paper is comprised of short answer and multiple choice questions.

Advanced Resuscitation Techniques (ARTC) and Spinal Management Certificates

All ARTC and Spinal Management candidates are required to complete the candidate workbook. This forms part of the assessment, and there is no theory paper. Workbooks will be sighted by the assessor at the time of assessment, and if not complete, the assessment will not go ahead (for non-completing candidates). Depending on candidate numbers, copy/s will be collected by the assessor, photocopied at SLSSA then returned to the candidate.

Other awards

IRB crew, IRB driver, and radio operator assessments require candidates to complete a theory paper.

Training officer

Members wanting to become training officers must first complete the underpinning component – ‘*TAEDEL301A Provide work skill instruction*’. Candidates will become Training Officers upon successful delivery of a minimum of two observed training sessions, and successful assessment of their squad.

The Club Lifesaving Advisor is ultimately responsible for verifying that the probationary training officer is competent and should NOT submit the Form 14 until completely satisfied.

NOTE: Please do not sign off a probationary training officer if you have any doubts about his/her performance.

Any current Training Officer who does not hold the above award will need to attend the two day training course OR apply for Recognition of Prior Learning (full details can be found under the Academy option at www.surfrescue.com.au).

Other awards

The following awards are trained and assessed at State level:

- Apply (Senior) First Aid Certificate
- Silver Medallion (Basic Beach Management)
- Silver Medallion (Advanced First Aid)
- Gold Medallion (Advanced Lifesaving)
- Assessor Certificate
- Pain Management Certificate

Details of these courses are circulated to Clubs (Chief Instructors, Secretaries) when course dates are finalised and can also be found on the website:

www.surfrescue.com.au

PREREQUISITES PRIOR TO COMMENCING ANY TRAINING									
SLSA Awards	Registered for current season	Minimum age on date of assessment	Preliminary Swim Time	Boat License	Drivers License	Other SLSA Award	Unit of Competency		
Advanced Resuscitation Techniques Certificate (ARTC)	Yes	15					HLTCPR201A Perform CPR		
Assessor Certificate	Yes	18				Base award & Training Officer award the squad is being assessed in	TAEASS401A Plan assessment activates and processes TAEASS402A Assess competence, and TAAASS403A Participate in assessment validation (SLSA)		
ATV Operator Certificate	Yes	17			Yes				
Basic Beach Management	Yes	18				Silver Medallion Basic Beach Management	Certificate II in Public Safety (Aquatic Rescue)		
Basic Emergency Care Certificate	Yes	11							
Bronze Medallion (Certificate II in Public Safety, Aquatic Rescue)	Yes	15	400m in 9 mins or less						
Gold Medallion Advanced Lifesaving	Yes	17				Bronze Medallion and Silver Medallion Basic Beach Management, Silver Medallion Advanced First Aid, refer to State Office for details			
IRB Crew Certificate	Yes	15				Bronze Medallion			
Pain Management Certificate	Yes	18				Advanced Resuscitation Techniques Certificate and Apply (Senior) First Aid	HLTFA201B Provide basic emergency life support OR HLTFA301C Apply First Aid		
Silver Medallion Advanced First Aid	more information to come when award is finalised								
Silver Medallion Basic Beach Management	more information to come when award is finalised								
Silver Medallion IRB Driver	Yes	17		Yes		Bronze Medallion and IRB Crew			
Radio Operators Certificate	Yes	13							
Resuscitation Certificate	Yes	10							
Spinal Management Certificate	Yes	16				Bronze Medallion and Apply (Senior) First Aid	HLTFA201B Provide basic emergency life support OR HLTFA301C Apply First Aid		
Surf Rescue Certificate (SRC)	Yes	13	200m in 5 mins or less						
Training Officer Certificate	Yes	16				Base award the squad is being trained in	TAEDEL301A Provide work skill instruction (SLSA)		

Assessment Requests (on SurfGuard)

Assessment Requests must be entered in SurfGuard (and can stay as 'incomplete') at the **commencement** of training to ensure that members are registered and meet any award prerequisites.

Once the CLA is satisfied that the candidates are competent, the Assessment Request (Form 14) must be 'submitted' (on SurfGuard) to SLSSA at least **14 days** prior to the requested assessment date (Assessment Requests received before 10.30 am on Tuesday [10 days] will be deemed to be received on the previous Saturday).

The exception to this is awards that are assessed "in house":

- Resuscitation Certificate
- Basic Emergency Care

Assessment Requests for these awards must be submitted to SurfGuard seven (7) days prior to the assessment date. The completed Assessment Request (Form 14) with results must be signed and returned to SLSSA for final processing of the award.

NOTE: **Training Officer** name/s must also be added to all assessment requests.

Assessor to Candidate Assessment Ratios

The desired Assessor to Candidate ratio for Bronze and SRC assessments is 1:4. Depending on the expertise of the assessor this may be stretched to 1:5.

Proficiency Assessments

All active lifesavers are required to complete a proficiency assessment to prove competency in the lifesaving award/s they hold and wish to remain current in. Proficiency assessments are necessary because they:

- Ensure the ongoing competency of members in their area of training and activities
- Maintain the standards of knowledge and expertise of surf life savers
- Satisfy legal and statutory requirements
- Reinforce and maintain our service commitment to the bathing and beach going community

Proficiency assessments will be coordinated by individual Clubs under the control of the Chairman of the SA Board of Lifesaving and the respective CLAs.

CLAs and/or nominee need to be in attendance at all proficiency assessments.

Clubs can use their own Assessors (and assistants) for proficiency assessments, if they show currency on SurfGuard, and have been approved by the Chairman of the SA Board of Lifesaving.

Members will not be considered proficient until all components of the proficiency assessment have been satisfactorily completed and endorsed.

Members are responsible for ensuring that their proficiency documentation/card is signed by the relevant CLA or assistant, and is entered on to SurfGuard.

Proficiencies are valid until 31 December each year and must be assessed annually.

Any member who is NOT proficient by 31 December, or has NOT completed the appropriate awards shall NOT be allowed to:

- Perform patrols
- Operate rescue craft, or
- Compete in surf life saving competitions

When a proficiency assessment is successfully completed (or a member gains a relevant award after 30 June in a particular year) the proficiency or qualification is current until 31 December of the following year.

The Chairman of the Board of Lifesaving may include additional assessments in cases where there is doubt of a member's proficiency. A member may be requested at any time during the season to complete an additional proficiency assessment by the Club, an Assessor or SLSA Official.

A member who fails a proficiency assessment at any time during the season is deemed to be non-proficient until such time as another proficiency assessment is completed successfully, and cannot attend patrols or compete until another proficiency assessment has been completed successfully.

The CLA is responsible for the supervision of club proficiency assistants (i.e. those people approved by the Chairman of the SA Board of Lifesaving) and is to ensure that adequate standards are observed. Clubs are to liaise with the appointed CLAs for the organisation and conduct of the proficiency assessments, provision of equipment, water safety, recorders and assessment. No proficiency assessment can be conducted without the Chairman of the SA Board of Lifesaving's appointed CLA or approved nominee present.

Support services

To avoid duplication of proficiency assessment, members of the following groups shall be exempt from having to participate in normal Club proficiency assessments in the areas which have been satisfactorily completed within the specialist areas, e.g. CPR, Signals, etc as applicable:

- Jet Rescue Boats
- Rescue Water Craft
- Helicopter

Other award duplication

If a member has completed a component of an award during a proficiency assessment, which is also included in other awards requiring proficiency assessment, they will not be required to complete this component again.

As an example, if a member has completed the CPR elements as part of the ARTC award they will not be required to redo the CPR component of the proficiency for the Bronze Medallion, as it will be deemed to have been already completed.

Returning members

If a member has not been proficient in the previous three seasons contact SLSSA to determine what extra elements may need to be included in the proficiency assessment for all other awards.

Proficiency Requirements 2011-2012

Award holders must successfully complete all parts of the proficiency assessment before a member is deemed proficient.

Bronze Medallion and Surf Rescue Certificate Proficiencies

The proficiency assessment for the Bronze Medallion and Surf Rescue certificate shall be:

- a. **Run Swim Run**
- b. **Resuscitation (CPR), including oxygen therapy (Bronze Medallion only)**
- c. **Rescues (perform a minimum of one, either board or tube)**
- d. **Signals**
- e. **Radio (Bronze Medallion only)**
- f. **Public Access Defibrillation Awareness (Bronze Medallion only)**
- g. **IRB Awareness (Bronze Medallion only)**

a. **Run Swim Run**

Run distances and swim distances for the Bronze Medallion and Surf Rescue Certificate:

- Run from a flag, around a marker and to waist deep water; swim around two swimming buoys, return to shore and repeat the run
- Distances and times:
 - Surf Rescue Certificate: 100m Run / 100m Swim / 100m Run (within 5 minutes)
 - Bronze Medallion: 200m Run / 200m Swim / 200m Run (within 8 minutes).

b. **Resuscitation (CPR)****

- A patient assessment on a live patient and demonstration of lateral position
- CPR, 1 and 2 person (adult or child or infant) on a manikin
 - To include resuscitation using a mask, with oxygen supplement (Bronze Medallion and SRC oxygen endorsed only).

****All CPR is to be conducted according to the new CPR protocols, and this should be reflected in all proficiencies that include CPR (refer to last page of this document)**

c. **Rescues**

Perform one of either a board or tube rescue, according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training Manual

- The rescue must consist of:
 - negotiating the surf zone
 - securing the patient
 - returning to shore with the patient
 - requesting assistance
- The member may choose the rescue equipment and may use flippers during the tube rescue

The Assessor may request the candidate to conduct a patient assessment on the beach.

d. Signals

Each member to perform a minimum of 10 signals correctly.

e. Radios (Bronze Medallion only)

- Basic operation of the radio (power on, volume setting and correct selection of operating channel for the club)
- Demonstration of signing on or off of patrol with "Surfcom" (this can be done in house on Channel 1)
- Post patrol procedures (turn radio off and place correctly in the charger).

f. Public Access Defibrillation Awareness (Bronze Medallion only)

Public Access Defibrillation awareness is included in Bronze proficiency assessments

- This awareness will take the form of a short workshop and demonstration in the practical application of pads/safety awareness during a resuscitation scenario. Specifically:
 - Purpose of defibrillation (theory)
 - Safety considerations (theory)
 - Pad placement and considerations i.e. pacemakers (theory and demonstration by trainer)
 - Demonstration of the defibrillator in a resuscitation scenario.

g. IRB awareness (Bronze Medallion only)

IRB awareness is included in Bronze proficiency assessments

This awareness will take the form of:

- Lifting and transporting an unladen and fully laden IRB
- Assisting with launching and beaching an IRB
- Lifting and carrying a patient from the IRB
- Taking care when in the IRB operations area i.e. manoeuvring around dangerous items

Resuscitation (CPR) Certificate**

- A patient assessment on a live patient and demonstration of lateral position
- DRSABCD, CPR, 1 and 2 person (adult or child or infant) on a manikin
- CPR, 1 and 2 person (adult or child or infant) on a manikin
 - To include resuscitation using a mask

Awards involving resuscitation are to be assessed annually. To avoid duplication of proficiency assessment, once the resuscitation assessment has been successfully completed, members shall be exempt from having to participate in resuscitation proficiency assessments in other awards (except for ARTC, or where resuscitation is an integral part of the award).

****All CPR is to be conducted according to the new CPR protocols, and this should be reflected in all proficiencies that include CPR (refer to last page of this document)**

Advanced Resuscitation Techniques Certificate (ARTC)**

Award holders must successfully complete a proficiency assessment, showing their competence in:

- a) **Resuscitation**
 - b) **Oxygen use**
 - c) **Oropharyngeal Airways**
 - d) **Suction**
 - e) **Defibrillation**
-
- a) **Resuscitation**
 - A patient assessment on a live patient and demonstration of lateral position
 - DRSABCD, CPR, 1 and 2 person (adult or child or infant) on a manikin
 - CPR, 1 and 2 person (adult or child or infant) on a manikin
 - To include resuscitation using a mask
 - b) **Oxygen use**
 - Use of air bag resuscitator on conscious (therapy) and unconscious patient(s) (resuscitation)
 - c) **Oropharyngeal airways**
 - Correct measurement and insertion of an Oropharyngeal Airway (on a manikin where possible)
 - Candidates must be able to explain when and why an Oropharyngeal airway is introduced into resuscitation
 - d) **Suction**
 - Correct measurement, insertion and use of suction device
 - Candidates must be able to explain when and why suction is introduced into resuscitation
 - e) **Defibrillation**
 - Safety considerations
 - Pad placement and considerations i.e. pacemakers
 - Application of the defibrillator in a resuscitation scenario on a manikin

****All CPR is to be conducted according to the new CPR protocols, and this should be reflected in all proficiencies that include CPR (refer to last page of this document)**

Radio Operator Certificate

- Basic operation of the radio (power on, volume setting and correct selection of operating channel for the club)
- Demonstration of signing on or off of patrol with "Surfcom" (this can be done in house on Channel 1)
- Post patrol procedures (turn radio off and place correctly in the charger).

Spinal Management Certificate**

All Spinal Management holders must have successfully completed the following proficiency checks:

- Demonstration of placing a patient on a spinal board, in a surf environment, and on land (may require multiple scenarios to enable each person to demonstrate competence)
- Application of a cervical collar on a patient (this may occur during the above scenarios) clearly identifying how to correctly measure and apply a cervical collar.

NOTE: The use of head blocks is no longer part of SLS spinal protocols, and will no longer be included in assessment or proficiencies for this award.

****Refer to SLSSA Spinal Management resources on the SLSSA website**

ATV Operator Certificate

All ATV Operator Certificate holders must have successfully completed the following proficiency checks:

- Pre and post-operational checks
- Safety awareness
- Driving assessment

NOTE: The new ATV Operator's Certificate workbook should be provided to operators for reference, and may be used as a tool to assist with proficiency checking.

IRB Crew Certificate

IRB crew will need to complete the following:

- A Bronze Medallion proficiency assessment
- Questions on safety and the SLSA Powercraft Code of Conduct
- **In-depth IRB proficiency required for 2011/12** - demonstrate effective and safe crew practice and ability including but not limited to:
 - Correct set up of an IRB
 - Safe manual handling techniques
 - Safe and correct boarding and launching of an IRB
 - Parallel running
 - Figures of eight
 - Use and respond to IRB signals
 - Communicate effectively with driver
 - Safely beach IRB
 - Negotiation of conditions and surf as required
 - Understand search and rescue operations
- Other crew skills to be deemed as competent:
 - Demonstrate patient rescue

The proficiency of crew may be able to be assessed in numerous ways such as through the use of log books and club/service powercraft officer recommendation.

IRB Driver Certificate

IRB drivers will need to complete the following:

- A Bronze Medallion proficiency assessment
- Knowledge on safety and SLSA Powercraft Code of Conduct
- **In-depth IRB proficiency required for 2011/12** - demonstrated ability to apply safe driving practice, including but not limited to:
 - Correct set up of an IRB
 - Safe manual handling techniques
 - Safe and correct boarding and launching of an IRB
 - Parallel running
 - Turn IRB effectively (inc left, right and figure of 8 turns)
 - Use and respond to IRB signals
 - Communicate effectively with crew
 - Solo driving
 - Safely beach IRB
 - Negotiation of conditions and surf as required
 - Understand search and rescue operations
- Other driving skills to be deemed as competent:
 - Demonstrate patient rescue
 - Demonstrate patient lift, exit, carry, lay and assess

Support Services (JRB/RWC/Helicopter)

Proficiencies for specialist groups shall be determined by the individual group and as approved by the Chairman SA Board of Lifesaving.

Assessors

- Participate in an annual proficiency assessment or attend an in-service course as required by Surf Life Saving SA for the respective discipline or disciplines
- Be endorsed by the SA Board of Lifesaving
- Hold the relevant assessor qualification, as required.

Training Officers

- Maintain proficiency in the awards in which they are providing training
- Maintain Training Officer proficiency by:
 - Training a squad
 - Submitting a proficiency Form 14 (Training Officer) [to be submitted by the CLA]
 - Only one proficiency Form 14 (Training Officer) needs to be submitted each season for each Training Officer award held

CHANGES TO SURF LIFE SAVING AUSTRALIA'S CPR PROTOCOLS

(This information updates the information presented in the chapters on resuscitation and defibrillation.)

In December 2010, the Australian Resuscitation Council made minor changes to the recommended procedures for CPR. As a result, Surf Life Saving Australia has modified its CPR protocols slightly to reflect the new recommendations. The new protocols are explained overleaf in Surf Life Saving Australia's CPR poster, and in detail in the latest imprint of the First Aid Manual (2nd edition). The main differences are:

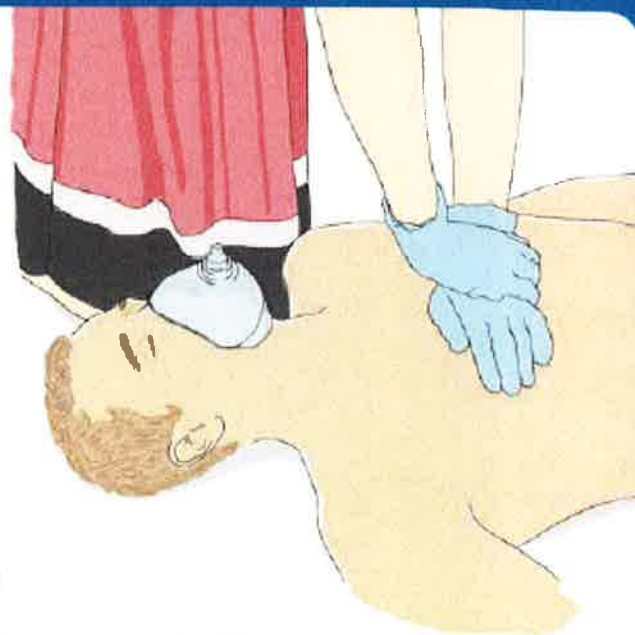
- An "S" (Send for help) has been added to the acronym DRSEABCD. Note that we have previously stated that we should send for help after "R" - checking for response, (if there was no response) but this was not highlighted in the acronym. There is therefore no change to the process other than to highlight the point.
- The term "Signs of Life" is no longer used. The signs to look for before commencing CPR have been simplified to 'responsiveness' and 'breathing' i.e. if not responsive and not breathing, commence CPR.
- There has been a slight change in the protocol for the sudden, adult cardiac arrest:
 - In cases of sudden cardiac arrest where the victim has not been immersed in water; CPR commences with 30 compressions before 2 rescue breaths are delivered.
 - For all drowned victims we still deliver 2 breaths before starting the CPR cycle (30:2).

Defibrillation

- Defibrillation on children over the age of 1 has been endorsed by the ARC and SLSA.
- If a patient has an implanted pacemaker, electrode pads should be positioned at least 8cm away from it. This has changed from the previous recommended distance of 2.5cm.

ALWAYS CALL TRIPLE-ZERO (000) IN EMERGENCIES

Surf Life Saving Australia no longer promotes use of the special 112 emergency number for mobile phones. In all circumstances when calling emergency services – whether from a landline or a mobile phone – you should dial Triple-Zero (000).



Australian for life. 

Resuscitation Chart

This CPR poster replaces the information presented on page 43 of the manual

D



Danger

Check for Danger to Yourself, the Patient and Bystanders.

R



Response

Check for Response by talk and touch.

S



Send

If unresponsive, Send for help by calling Triple Zero (000).

A



Airway

Open Airway and ensure it is clear.
If not, roll patient onto their side and clear the airway.

B



Breathing

Check Breathing.
If patient is not breathing or breathing is not normal, commence CPR.

C



CPR (30:2)*

Start CPR*
Give 30 Chest Compressions followed by 2 rescue breaths.
If unwilling or unable to perform rescue breaths continue chest compressions.
*For drowning, give 2 initial rescue breaths before starting compressions.

D



Defibrillation

Attach an Automated External Defibrillator (AED) as soon as it is available and follow its prompts.

Continue CPR until:

- The patient responds or begins breathing normally
- It is impossible to continue (e.g. exhaustion)
- A health care professional arrives and takes over CPR
- A health care professional directs that CPR be ceased

To get involved and learn to save a life, enrol at sls.com.au or call 1300 766 257

This information is not a substitute for first aid training.
Surf Life Saving recommends that everyone be trained in first aid.

Australian for life.

