

Carraig Safety PHECC Learner Handbook V 3.0

REVISED 10.10.2019

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Introduction

Welcome to this Pre-Hospital recognised training course, which is provided by Carraig Safety. Carraig Safety is a Pre-hospital emergency care council affiliated training institution.

The purpose of this Learner Handbook is to make you aware of the various stakeholders and quality procedures we align to and assure you of our commitment to delivering a quality course.

Our aim is to enable you the learner to develop the knowledge and skills that will enable you to provide pre-hospital care within the workplace and bring added value to employment places and our communities. Please see tables below outlining the Pre Hospital Emergency Care Council and Carraig Safety Affiliated Training approved courses.

May we take this opportunity to wish you the very best of luck with this training course.

Operations Director: Emer Gaffney



Understanding the role of PHECC and the Affiliated Training Institution

The Pre-Hospital emergency Care Council (PHECC) is an independent statutory body that set the standards for education and training for pre-hospital emergency care in Ireland. The council publish clinical practice guidelines (CPG's) to recognise institutions to provide pre-hospital emergency care training and education. Phecc has a responsibility to monitor, review and report on the management of quality standards, of courses delivered on its behalf. An Approved Training Institution means an institution approved by the council to provide a recognised course in Pre Hospital Emergency Care under article 4(h) (ii). Carraig Safety have been approved as an Affiliated Training Institution (ATI) by PHECC to run the following courses;

- Cardiac First Response Community
- First Aid Response
- Cardiac First Response Community Instructor
- First Aid Response Instructor

Details of Course Criteria is broken down in the next few pages.

Cardiac First Response Community	Duration	Ratio: 1 Instructor to 6 learners	Assessment	Certification
<p>Entry criteria: There is no specific entry criterion including a minimum age. However, a course participant should be mature enough to comprehend the knowledge, skills and implications associated with defibrillation and have a maturity to complete assessment to receive certification.</p>	<p>Duration: This is a four hour course.</p>	<p>Ratio: The CFR student ratio is 1:6/8; 1:8 is the maximum allowed in exceptional circumstances only and is not the norm. The ratio of student to equipment (AED & manikin) is 3;1</p>	<p>Assessment: Course participants will have their skills assessed throughout or at the end of course. An assessment sheet has been developed by PHECC. This assessment sheet is the only assessment material used on the day.</p>	<p>Certification: Successful participants will receive a joint PHECC/Affiliated Training Institution CFR Community cards/certificates. Certification lapses after two tears.</p> <p>Recertification: The full CPR course is recommended in order to recertify in CFR.</p>
First Aid Response	Duration	Ratio: 1 Instructor to 8 learners	Assessment	Certification
<p>Entry criteria: There is no specific entry criterion including a minimum age. However, a course participant should be mature enough to comprehend the knowledge, skills and implications associated with defibrillation and have a maturity to complete assessment to receive certification</p>	<p>This is an 18 Hour (Class Time)Course delivered over three days</p>	<p>Ratio: The FAR student ratio is 1:8 The ratio of student to equipment (AED & manikin) is 3: 1.</p>	<p>Assessment: Course participants will have their skills assessed throughout or at the end of course. Assessment sheets and a question paper have been developed for this assessment by PHECC. PHECC assessment sheets are the only assessment material used on the day.</p>	<p>Certification: Successful participants will receive a joint PHECC/Affiliated Training Institution First Aid Response cards/certificates. Certification lapses after two tears.</p> <p>Recertification: In order to achieve recertification participants will need to take a two day FAR refresher course in order to recertify in First Aid Response.</p>

Cardiac First Response Community Instructor	Duration	Ratio: 1 Instructor to 6 learners	Assessment	Certification
<p>Entry criteria:</p> <p>(a) The minimum age to a CFR Instructor Community is 18, and</p> <p>(b) Certification in CFR Community within the last 12 months. Certification in First Aid Response is also acceptable.</p> <p>A training qualification such as Train the Trainer is desirable however not mandatory. The Instructor should be mature enough to comprehend the knowledge, skills and implications associated with teaching the skills of CPR with defibrillation and have the maturity, skills and competence to complete assessment to receive certification.</p>	<p>The CFR Instructor Standard is set out in full in the (PHECC) Teaching Faculty Framework. The CFR Instructor Standard includes tuition in Instructional Methods (IM) and a period of supervised teaching practice. The IM component is no less than 2 days/ 12 hours. It can be delivered in on a full time or part-time/modular basis. The period of supervised teaching practice is not specified and may be extended until the specific learner outcomes are achieved. The typical pathway is to assist on a first course, part teach a second and deliver a third independently while being monitored. requirements</p>	<p>Ratio: The CFR Instructor trainer to students is 1:6 and equipment to student ratio of 1:3 (equipment includes manikin and AED).</p>	<p>Assessment of CFR provider and CFR Instructor skills for student instructors will be undertaken by a CFR instructor trainer using a standard CFR Community provider and Instructor evaluation form/s. Assessment must occur as the student instructor progresses through the period of supervised teaching practice.</p> <p>Remediation: Should be in line with the Affiliated Training Institutions' own assessment policy and procedures.</p>	<p>Successful participants will receive a joint PHECC/Affiliated Training Institution Cardiac First Response Instructor cards/certificates. Certification lapses after two years. It is the responsibility of every instructor to recertify before their certificate lapses.</p> <p>Recertification: In order to achieve recertification participants will need to take a one day CFR Instructor refresher course in order to recertify in Cardiac First Response Instructor. Recertification courses should be designed according to the identification of training needs (ITN) of the individual.</p>

First Aid Response Instructor	Duration	Ratio: 1 Instructor to 8 learners	Assessment	Certification
<p>Entry criteria:</p> <p>a) Certification in First Aid Response or evidence of PHECC practitioner registration</p> <p>b) Valid CFR instructor certification and this must be maintained.</p> <p>A training qualification such as Train the Trainer is desirable however not mandatory. The Instructor should be mature enough to comprehend the knowledge, skills and implications associated with teaching the skills of CPR with defibrillation and have the maturity, skills and competence to complete assessment to receive certification.</p>	<p>The FAR Instructor Standard is set out in full in the (PHECC) Teaching Faculty Framework. The FAR Instructor Standard includes tuition in Instructional Methods (IM) and a period of supervised teaching practice. The IM component is no less than 2 days/ 12 hours. It can be delivered in on a full time or part-time/modular basis. The period of supervised teaching practice is not specified and may be extended until the specific learner outcomes are achieved. The typical pathway is to assist on a first course, part teach a second and deliver a third independently while being monitored. requirements)</p>	<p>Ratio: The FAR Instructor trainer to students is 1:8</p>	<p>Assessment of FAR provider and FAR Instructor skills for student instructors will be undertaken by a FAR instructor trainer using a standard FAR Skill assessment sheets, short questions and presentation skills and Instructor evaluation form/s. Assessment must occur as the student instructor progresses through the period of supervised teaching practice.</p> <p>Remediation: Should be in line with the Affiliated Training Institutions' own assessment policy and procedures.</p>	<p>Successful participants will receive a joint PHECC/Affiliated Training Institution First Aid Response Instructor cards/certificates. Certification lapses after two years. It is the responsibility of every instructor to recertify before their certificate lapses.</p> <p>Recertification: In order to achieve recertification participants will need to take a one day FAR Instructor refresher course in order to recertify in First Aid Response Instructor. Recertification courses should be designed according to the identification of training needs (ITN) of the individual.</p>

Hours of Attendance

Courses are run in accordance with PHECC standards. You cannot be missing for any of the mandatory required hours. Start and finish times are strictly observed and acted on.

It is a requirement that you sign the attendance sheet and the tutor will record the time you arrive and sign out if outside designated course hours.

Course participants are not permitted to use the training facilities outside of the official times.

If you cannot attend, for whatever reason, you must telephone the tutor or the relevant contact before 10am.

If you are absent from a critical component of the course syllabus, it might render you unable to complete the course and will also affect the certification you receive.

All classes are entitled to a fifteen-minute morning break and a thirty-minute lunch break. Your tutor will inform you of break times.

Absences

Any learners absent for any of the mandatory training days will be regarded as having dropped out of training and will be terminated from the course.

Standards of Behaviour

Your tutor will go through these in more details as part of the training company induction.

- Smoking is not permitted in any part of the training venue.
- Mobile phones must be switched off or put on silent mode and may not be answered in class.
- The use of personal music is not permitted.
- Learners must keep the classroom and their work area tidy.
- Behaviour which your tutor considers a danger to you or others may result in you being asked to leave the training venue and you may be subject to disciplinary action.
- All other rules and regulations as indicated by your tutor.

Course Evaluation

Each learner will be requested to complete a course evaluation form at the end of the course.

Security

Under no circumstances should any items be removed from the training location. No valuables or personal belongings should be left unattended in classrooms or any other part of the training Location. Neither Carraig Safety nor the trainer is responsible for any personal articles stolen or damaged while attending the course.

Equality Policy Statement

The **Equal Status Acts, 2000 and 2004** prohibit discrimination (including sexual harassment and harassment, and victimisation) in access to and the provision of goods and services, accommodation and educational establishments. The Acts apply to all Carraig Safety Training Services and cover nine grounds:

- Gender
- Marital status
- Family status
- Religious beliefs
- Age
- Disability
- Race
- Membership of the travelling community
- Provision of reasonable accommodation for customers with disabilities

The **Employment Equality Acts, 1998 and 2004** apply to Carraig Safety. As well as prohibiting discrimination (including sexual harassment and harassment, and victimisation) in access to and the provision of training across the nine grounds listed above, the Acts require the provision of appropriate measures for people with disabilities in relation to access, participation and training.

Our Equality Statement Policy is accessed at request or via carraigsafety.ie.

Respect and Dignity Policy Statement

This policy statement applies to all training programmes run by Carraig Safety.

Carraig Safety Training Services recognises that its entire staff, learners, visitors, contractors and subcontractors and any others associated with Carraig Safety Training Services have the right to work and study in an environment which is completely free of bullying, harassment and sexual harassment.

Carraig Safety is committed to providing a working environment free from harassment and will do its best to ensure that all relevant parties comply.

Any person who experiences sexual harassment, harassment or bullying will have the support of Carraig Safety dealing with such issues. Complaints will be addressed as quickly as possible and treated in confidence as much as possible.

Health and Safety Policy Statement

The Safety, Health and Welfare at Work Act 2005 imposes a statutory duty on employers to ensure the health and safety of their employees while at work. This duty extends to others who may be affected by that work.

Learners should be aware that they also have a duty under the Safety, Health and Welfare Act to assist Carraig Safety in maintaining a safe place to pursue their course and a specific legal duty not to interfere with anything that may compromise safety management at the company. Health and Safety at work affects everyone.

Any lapse of care and attention can cause injuries and damage property. Carraig Safety will treat any act that may compromise health and safety management as a serious offence and may be subject to disciplinary action.

Fire & Emergency Procedures

Walk to the nearest exit point. Do not delay to pick up personal belongings. Disconnect all electrical appliances (where appropriate). Close all doors behind you (where appropriate). On arriving at the designated assembly point(s) please obey the requests of the instructor. Do not re-enter the building until authorisation has been given.

First Aid

All accidents and injuries, while attending timetabled activities, must be reported to a member of staff so that injuries can be assessed and medical attention arranged.

Medical Services

Learners requiring a doctor or chemist, while attending timetabled activities, should contact a member of staff. Costs for these services are the responsibility of the learner. Learners on specific long-term medication or with a medical history that may be pertinent to their course of study should inform the Training Director.

Learners can be assured that all information will be treated in strict confidence.

Fair and Consistent Assessment for Learners

It is the policy of Carraig Safety to have a fair and consistent approach to assessment for all of our learners and to ensure that all courses (where possible) follow a standard marking schedule to facilitate consistency between assessors.

Recognition of Prior Learning

It is the policy of Carraig Safety to provide our learners with clear, concise and detailed information about our courses to enable them to make informed and accurate decisions about the course they wish to participate in, recognise our learners prior training record and take this into account when accepting places onto our courses, allowing (where possible) learners access to advanced training where their record allows. We will also encourage learners to transfer or progress onto another course offered by Carraig Safety or another provider, leading to an award within the National Framework of Qualifications and/or PHECC where this is possible.

Appeals Policy.

Learners are entitled to appeal an exam result of grade following a PHECC assessment within 14 Days of notice of results. Any learner appeals received will be subject to our Learner Appeals Procedure and will involve a review of the assessment process for the specific learner concerned and possibly the entire roll class where necessary.

Special Requirements

If you have any special requirements, queries or concerns regarding your training, please address these to your instructor prior to your course starting. We endeavor to facilitate our learner's needs as best we can, if there's anything we can do for you, let us know.

Photography Release

On occasion Carraig Safety use photographic material of your learning environment to engage with other stakeholders through social media etc. Should you not consent to same please inform support@carraigsafety.ie with the following text:

I do not permit Carraig Safety and/or assignees to take and use any photographs/images of me for use in the production of marketing / promotional material for courses, competitions, other brochures, posters, and/or any other document or media.

Plagiarism

Plagiarism is passing off the work of others as one's own. It is defined by the act not the intention, so even careless accidental copying is still considered as plagiarism, as it gives the false impression that the learner is the author and denies the genuine author their due acknowledgement. A genuine author could be a learner who completes assignments for others, a fellow learner or information found on the Internet.

When completing your coursework you cannot use phrases or sentences that have been written by another author, paraphrase words from another source copying text word for word from another source or using text which has been downloaded from the Internet.

Cases of suspected plagiarism are taken very seriously by Carraig Safety and those involved will be subject to penalties.

Adequate Clothing

Learners may be required to wear comfortable and practical clothing as advised by their tutor or office.

The courses are all of a very practical nature, real life scenarios are a huge part of this course and you must be able to participate in these scenarios to achieve the skills required.

Failure to wear the required clothing may result in the learner being asked to leave and change their clothing to more suitable attire for the training area.

Learning Equipment

Any manikins, cpr equipment and kits provided are for learners are not to be abused or misused. Learners may be held financially accountable for any deliberate damage caused to equipment. In the interests of safety, any breakage or damage to such items must be promptly reported to your tutor. Learners must tidy up after themselves, returning the kits etc. to the tutor.

Drugs and Alcohol

Drugs, other than those medically prescribed for the learner's personal use, may not be brought into the training venue or its surroundings. Learners found with such substances may asked to leave the premises and the matter may be reported to the Gardaí.

Complaints Policy

The tutor upon receiving the complaint should take whatever action is necessary to resolve the issue. If the issue cannot be sorted at this stage, it should be referred to the director of Carraig Safety in writing of the complaint. The learner may also at this stage complete a complaint form which they can request from info@carraigsafety.ie

Complaints received by Carraig Safety are logged, their resolution noted and any corrective action taken to improve the service that Carraig Safety offers.

If, for any reason, a learner has a serious complaint or the integrity of the course is at risk, they may bypass the above procedure and write in detailing the name and location of the course and an outline of the issue to:

Pre-hospital Emergency Care Council,

2nd Floor,

Beech House,

Millennium Park

Naas,

Co. Kildare, W91 TK7N,

Ireland

Phone-045-882042

E-mail info@phecc.ie

Web-www.phecc.ie

A full list of policies can be made available at written request from Learner.

Carraig Safety Contact Details

Office: Block C, Unit 1, M4 Business Park, Celbridge, Co. Kildare
Email: info@carraigsafety.ie
Website: www.carraigsafety.ie
Telephone: +353 1 6293852

Operations Director: Emer Gaffney
Training Director: Cathal Gaffney
Safe Guarding Liaison: Emer Gaffney
GDPR Officer: Nicola Dempsey
QA/Administration Officer: Gillian Loughnane