

Skill Competency Workbook



Instructor Resource (B)

(January 2010)



INTERNATIONAL LIFEGUARD TRAINING PROGRAM™

Skill Competency Workbook - INSTRUCTOR RESOURCE (BETA)

Introduction

The Skill Competency Workbook (SCW) was designed to provide International Lifeguard Training Program™ (ILTP™) instructors with a comprehensive and standardized set of skills, training, and evaluation tools. These skill competency worksheets allow the ILTP™ instructor the opportunity to systematically teach aquatic rescue skills and simultaneously provide candidates with information on the exact performance standards required for success. The SCW was formatted so that the ILTP™ instructor has a preset presentation flow, including standardized prompts, to facilitate successful learning. Educational research suggests that in order to maximize learning and, more importantly, skill retention, a clear set of expectations is required for both the instructor and student. Research also demonstrates that well-developed performance expectations provide for more objective and honest performance assessments.

Today, these expectations are called “student learning outcomes”, or SLOs. The SCW is based on the theory that lifeguard candidates have a better chance at success when they and their instructors know exactly what the SLOs are for each aquatic rescue skill. The SCW worksheets are presented in a clear format, each describing the minimally acceptable performance standards for the corresponding rescue skill. During ILTP™ lifeguard courses, the SCW should be utilized both as a reference tool and an assessment tool. Skill standardization and objective assessment are primary goals of all vocational education. Jeff Ellis & Associates, Inc. supports the concepts of standardization and objective assessment, while continuing to emphasize as well the philosophy of “Make it Work”. The SCW provides ILTP™ instructors the flexibility to “Make it Work” for their specific lifeguard candidates and facilities. As such, ILTP™ instructors must carefully review each of the SCW’s skill competency worksheets and make minor changes as required. The ILTP™ instructor must clearly identify each and every change made to the SCW worksheets prior to instruction on the specific skill and make sure each candidate understands the changes.

Instructions “How to Use”

ILTP™ instructors must become familiar with each of the skill worksheets in the SCW. Particular attention should be paid to the specific prompts provided in each worksheet. Instructors should laminate each page and attach with rings; Use a grease pencil to check off line items as each student successfully completes (wipe away grease marks and start again for next student after recording the prior student’s accomplishment on the RCCMD). During initial skills training, including skills practice sessions, the worksheets can be “on deck” and used frequently by the ILTP™ instructor. Lifeguard candidates should also be encouraged to reference their SCW prior to training sessions as well as while learning a specific skill. Nine learning objectives are assessed and documented on the Roster and Course Completion Management Document (RCCMD). The nine learning objectives are successfully accomplished by using a variety of lifeguarding skills.



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Reference to the appropriate competency worksheet during skills validation increases the likelihood of consistent assessment. For example, learning objective #1 requires a lifeguard candidate to rescue a conscious guest on the surface. The lifeguard can achieve completion of this learning objective, demonstrating critical thinking abilities, by using any one of three skill competency worksheets; front drive, rear hug, or two guard rescue. The ILTP™ instructor would set the testing scenario and then reference the specific skill worksheet to ensure proper prompts and performance. The RCCMD must be utilized each time a lifeguarding course is conducted. The instructor is responsible for completely filling out all information required by the RCCMD which includes:

- Ensuring that the complete name of each lifeguard candidate appears on the roster
- Documenting the instructor's full name, the course type (shallow, pool, and/or special facilities), and course dates
- Marking all Skill Competency objectives, Team Scenarios, and Written and Final Grade boxes as successfully completed, once accomplished, for each lifeguard candidate and filling in the lifeguard's license number or course completion card number once assigned
- Initialing the RCCMD Instructor Acknowledgment at the bottom of the document to affirm that all candidates on the RCCMD have successfully completed all required skill competencies.

E&A clients must maintain all RCCMD forms on file at their facility with other training records. ILTP™ Training Centers and those offering course completion credentials must complete an online RCCMD located on the E&A website (see related documentation for additional details). When a candidate fails to complete a specific line item on a skill worksheet, a mark should be made for reference during a post performance review. The ILTP™ instructor should also carefully track the sequence of steps to ensure that consistent guest care and management is maintained. In some cases, steps may be completed out of order with no significant effect on guest care. This remains the discretion of the ILTP™ instructor. ILTP™ instructors should focus on providing each candidate with a similar "testing" or assessment experience. This consistent assessment can be easily achieved by closely following the steps as specified on the individual worksheets. Failure to provide fair and objective assessment violates one of the most important concepts in education, TRUST! At the conclusion of all skill training and skill assessment, each candidate must have individually demonstrated competency in the previous eight required learning objectives. Completion of this requirement will be determined by referencing the RCCMD and verifying the candidate's name and skill performance record. This verification process must be completed prior to the lifeguard candidate being allowed to take the ILTP™ final written exam which is the 9th and final learning objective. Failure to provide evidence of successful completion of all eight previous learning objectives will disqualify the candidate from taking the written final exam.



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Competencies Included:

1. Conscious Guest on the Surface
2. Conscious Guest Below the Surface
3. Conscious Guest on the Bottom
4. Unconscious Guest on the Surface
5. Unconscious Guest Below the Surface
6. Unconscious Guest on the Bottom
7. Suspected Spinal Skills and Extrication (2 person and Team Scenarios)
8. Professional Rescuer CPR/AED and Oxygen Administration, First Aid (Team Scenarios)
9. Additional Team Scenarios – Unconscious
10. Additional Team Scenarios - Spinal



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Objective One: Conscious Guest on the Surface

Candidate:

Sub-objective	Sub-objective Description	Pass	Fail	Comments
1	Rescuer activates the EAP and then performs a safe and effective water entry			
2	Approach stroke performed while maintaining visual contact with the guest			
3	Rescue tube utilized effectively			
4	Rescue procedure performed safely and effectively for rescuer and guest			
5	Communication with team members performed as appropriate			
6	Communication with guest performed			
7	Guest assisted to area of safety			
8	Guest debriefed and supervisor informed			
9	Lifeguard effectively managed the guest throughout demonstration of skill			

Critical Failure Criteria:

- Fails to properly place the tube in proper position
- Primary lifeguard fails to signal for back-up lifeguard
- Back up lifeguard fails to blow whistle
- Lifeguards fail to communicate with each other or guest
- Primary Lifeguard fails to recognize an unsafe rescue and execute a release
- Fails to communicate with guest during rescue



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Objective Two: Conscious Guest below the Surface

Candidate:

Sub-objective	Sub-objective Description	Pass	Fail	Comments
1	Rescuer activates the EAP and then performs a safe and effective water entry			
2	Approach stroke performed bringing the rescuer just over the guest's location			
3	Rescue tube utilized effectively			
4	Duck Pluck procedure performed safely and effectively for rescuer and guest			
5	Communication with team members performed as appropriate			
6	Communication with guest performed			
7	Guest assisted to area of safety			
8	Guest debriefed and supervisor informed			
9	Lifeguard effectively managed the guest throughout demonstration of skill			

Critical Failure Criteria:

- Fails to activate the EAP
- Fails to place rescue tube in proper position
- Lifeguards fail to communicate with each other
- Primary Lifeguard fails to recognize an unsafe rescue and execute a release
- Fails to communicate with guest during rescue



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Objective Three: Conscious Guest on the bottom

Candidate:

Sub-objective	Sub-objective Description	Pass	Fail	Comments
1	Rescuer activates the EAP and then performs a safe and effective water entry			
2	Approach stroke performed bringing the rescuer just over the guest's location			
3	Feet-first surface dive to the guest is performed by the rescuer			
4	Deep water rescue procedure performed safely and effectively for rescuer and guest			
5	Communication with team members performed as appropriate			
6	Communication with guest performed			
7	Guest assisted to area of safety			
8	Guest debriefed and supervisor informed			
9	Lifeguard effectively managed the guest throughout demonstration of skill			

Critical Failure Criteria:

- Fails to properly place the tube in proper position
- Primary lifeguard fails to signal for back-up lifeguard
- Back up lifeguard fails to blow whistle
- Lifeguards fail to communicate with each other or guest
- Primary Lifeguard fails to recognize an unsafe rescue and execute a release
- Fails to communicate with guest during rescue



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Objective Four: Unconscious Guest on the Surface

Candidate:

Sub-objective	Sub-objective Description	Pass	Fail	Comments
1	Rescuer activates the EAP and then performs a safe and effective water entry			
2	Approach stroke performed while maintaining visual contact with the guest			
3	Rescue tube utilized effectively			
4	Rear Hug performed safely and effectively for rescuer and guest			
5	Guest placed in an open airway position and breathing is quickly assessed			
6	Rescuer performs rescue breaths in the water			
7	Rescuer moves the guest quickly and safely to the extrication point			
8	Extrication performed safely and effectively for rescuer and guest			
9	Rescuer communicates with team members throughout the procedure			

Critical Failure Criteria:

- Fails to properly place the tube in proper position
- Fails to assess or recognize a non-breathing status
- Fails to maintain the guest's airway above the water level
- Fails to create a proper Seal Easy seal
- Fails to properly ventilate the non-breathing guest



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Objective Five: Unconscious Guest below the Surface

Candidate:

Sub-objective	Sub-objective Description	Pass	Fail	Comments
1	Rescuer activates the EAP and then performs a safe and effective water entry			
2	Approach stroke performed bringing the rescuer just over the guest's location			
3	Rescue tube utilized effectively			
4	Duck Pluck procedure performed safely and effectively for rescuer and guest			
5	Guest placed in an open airway position and breathing is quickly assessed			
6	Rescuer performs rescue breaths in the water			
7	Rescuer moves the guest quickly and safely to the extrication point			
8	Extrication performed safely and effectively for rescuer and guest			
9	Rescuer communicates with team members throughout the procedure			

Critical Failure Criteria:

- Fails to properly place the tube in proper position
- Fails to assess or recognize a non-breathing status
- Fails to maintain the guest's airway above the water level
- Fails to create a proper Seal Easy seal
- Fails to properly ventilate the non-breathing guest



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Objective Six: Unconscious Guest on the Bottom

Candidate:

Sub-objective	Sub-objective Description	Pass	Fail	Comments
1	Rescuer activates the EAP and then performs a safe and effective water entry			
2	Approach stroke performed bringing the rescuer just over the guest's location			
3	Feet-first surface dive to the guest is performed by the rescuer			
4	Deep water rescue procedure performed safely and effectively for rescuer and guest			
5	Guest brought to the surface, then placed in an open airway position and breathing is quickly assessed			
6	Rescuer performs rescue breaths in the water			
7	Rescuer moves the guest quickly and safely to the extrication point			
8	Extrication performed safely and effectively for rescuer and guest			
9	Rescuer communicates with team members throughout the procedure			

Critical Failure Criteria:

- Fails to properly place the tube in proper position
- Fails to assess or recognize a non-breathing status
- Fails to maintain the guest's airway above the water level
- Fails to create a proper Seal Easy seal
- Fails to properly ventilate the non-breathing guest



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Objective Seven: Suspected Spinal Skills and Extrication (Two person and Team Scenarios)

Candidates:

Sub-objective	Sub-objective Description	Pass	Fail	Comments
1	Rescuer activates the EAP and then performs a safe and effective water entry (ease in entry)			
2	Approach stroke performed while maintaining visual contact with the guest			
3	Vise Grip or Squeeze Play procedure performed safely and effectively to maintain in-line stabilization			
4	Rescuer confirms that the guest is conscious / breathing			
5	Rescuer adjusts immobilization technique to allow safe movement of the guest to the extrication point			
6	Rescuers communicate with the guest during procedures			
7	Rescuers place and secure guest on the backboard while maintaining in-line stabilization			
8	Extrication performed safely and effectively for rescuers and guest			
9	Rescuer communicates with team members throughout the procedure			

Critical Failure Criteria:

- Fails to carefully approach the guest
- Fails to communicate with guest during rescue
- Fails to maintain in-line immobilization
- Fails to maintain the guests airway above the water level
- Fails to utilize the proper technique



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Objective Eight: Professional Rescuer CPR/AED/Oxygen Administration and First Aid (Team Scenarios)

Candidates:

Sub-objective	Sub-objective Description	Pass	Fail	Comments
1	Rescuer establishes the safety of the scene			
2	Body Substance Isolation precautions			
3	Activates the EAP/EMS			
4	Effective Airway Management techniques performed			
5	Effective FBAO Management techniques performed			
6	Effective AR/CPR techniques performed			
7	Proper AED procedure performed			
8	Effective care of secondary illness or injury			
9	Rescuers communicate with team members throughout the procedure			
10	Documentation / supervisor debrief			

Critical Failure Criteria:

- Fails to take or verbalize body substance isolation precautions
- Fails to immediately activate the EAP
- Fails to open the airway
- Fails to check for breathing for a total of up to 10 seconds
- Fails to provide two ventilations watching for chest rise
- Fails to provide adequate chest compressions or does so at an incorrect rate
- Fails to create a proper Seal Easy seal
- Fails to properly ventilate the non-breathing guest



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Team Scenarios – Unconscious Guest Management

Scenario A

While walking into the locker room, you come upon an adult guest who appears to have collapsed and is now lying in the middle of the floor. The scene appears safe and the only rescue equipment you have with you is a whistle, mask and gloves. You may begin.

Scenario B

You are working the early shift at the pool and are on duty at the deep end keeping an eye on the lap swimmers. While scanning your zone you look over in the corner and discover an adult guest who appears to be unconscious and is sinking towards the bottom of the pool. The only rescue equipment you have with you is a whistle, mask, gloves and rescue tube. You may begin.

Scenario C

You are rotating between positions when a visibly upset mother comes running up to you and informs you that her child has just collapsed and although her husband is attempting to revive them she needs your help. Upon arriving at the scene you witness a 7-year-old child who appears non-responsive. The only rescue equipment you have with you is a whistle, mask and gloves. You may begin.

Scenario D

You are guarding at the wave pool on a busy weekend afternoon. While scanning your zone you think you see what looks like someone's outstretched arm underneath an inner tube. You quickly move closer towards the area and realize that there is a child lying unresponsive on the bottom of the pool. The only rescue equipment you have with you is a whistle, mask, gloves and rescue tube. You may begin.



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Team Scenarios – Suspected Spinal Skills and Extrication

Scenario A

While on rotation at the speed slide run out, you notice a teenager come down the slide. The guest does not follow the rules and comes out of a safe body position and strikes their head on the side of the slide. When they come to a stop they complain of head and neck pain. You blow your whistle and stop dispatch. You have several lifeguards ready to help. The guest is conscious and for purposes of this scenario will only require spinal management and extrication. You may begin.

Scenario B

Your park is full of middle school students and several rescues have already been performed. As you prepare to go on break, you hear one long whistle blast and see a lifeguard standing beside a child who is in two feet of water. You find an eleven year-old guest with a large bump on their forehead. They say they were playing with friends when they were pushed into another guest, striking their head and they are now complaining of head and neck pain. You have several lifeguards ready to assist you. You may begin.

Scenario C

The park is packed today as the temperature rose above 95 degrees. You are on rotation at the lazy river. Several adults have been warned about horseplay but continue to cause problems. Suddenly you hear someone yell for help. You notice an adult guest floating face up in the water not moving. Their friend is trying to hold them still. You blow your whistle and approach the injured guest. The friend tells you they were diving into the lazy river and his friend struck his head on the bottom. The guest is conscious and can answer your questions. They complain of head and neck pain and cannot feel their legs. You have several lifeguards ready to help. You may begin.

Scenario D

The season is almost over and your team has only had a few minor injuries and rescues. You have just arrived at your next station, the wave pool. The wave cycle has begun and you are scanning your water when you notice an adult guest floating face down in the water. You blow your whistle, hit the E-Stop and enter the water. Friends of the guest are telling you they jumped off their tube and struck the side wall with their head. They are unconscious and floating face down. You have several lifeguards ready to help. You may begin.