

Individual Performance Evaluation Sheet 1

RESPONDING TO AN EMERGENCY

#	PROCEDURE	PROVIDER ACTION (PERFORMANCE CRITERIA)	INSTRUCTOR PROMPT	CHECK OFF
1			<i>"You are a designated first aid provider in your organization. As you enter the employee breakroom, you see a coworker bending over a motionless adult lying face-up on the floor. The coworker says, "I think they fainted!" You have a pair of latex-free disposable gloves but the nearest first aid kit and AED are at the reception desk. Demonstrate what to do next."</i>	
2	Performs an Assessment	Assesses scene safety (by pausing and verbalizing looking for obvious hazards and possible hidden dangers).	<i>"The scene is safe."</i>	
3		Takes standard precautions (by putting on gloves).		
4		Assesses responsiveness (by tapping the person and asking loudly, "Are you okay?")	<i>"The person is unresponsive."</i>	
5		Activates EMS and/or EAP (by directing someone to call 911 or activate the EAP).	<i>"EMS is activated."</i>	
6		Sends someone to get a first aid kit and an AED (by directing someone to get them).	<i>"The coworker is getting a first aid kit and an AED."</i>	
7		Assesses breathing for at least 5 seconds and no more than 10 seconds (by looking at the chest and face for signs of normal breathing).	<i>"The unresponsive person is breathing normally."</i>	
8	Maintains an Open Airway	Places the arm nearest the provider up alongside the person's head (or verbalizes this action). Brings the person's far arm across their chest and places the back of the hand against the cheek (or verbalizes this action). Grasps the far leg just above the knee and pulls it up so the foot is flat on the ground (or verbalizes this action).		

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#	PROCEDURE	PROVIDER ACTION (PERFORMANCE CRITERIA)	INSTRUCTOR PROMPT	CHECK OFF
9		<p>Grasps the shoulder and hip and rolls the person toward the provider in a single motion, keeping the head, shoulders, and body from twisting (or verbalizes this action).</p> <p>Makes sure the head ends up resting on the extended arm, with the face angled towards the ground (or verbalizes this action).</p> <p>Makes sure there is no pressure on the chest that might restrict breathing (or verbalizes this action).</p>		
10		Assesses for life-threatening conditions (by visually scanning the person quickly or verbalizing this action).	<i>"No life-threatening conditions are present. EMS arrives and takes over care of the person. Conditions permit removal of PPE."</i>	
11	Removes Gloves	<p>Avoiding bare skin, pinches the glove at either palm with the gloved fingers of the opposite hand.</p> <p>Gently pulls the glove away from the palm and toward the fingers, turning the glove inside out without snapping.</p> <p>Gathers the glove just removed with the gloved hand.</p>		
12		<p>Carefully slides bare index finger inside the wrist band of the gloved hand.</p> <p>Gently pulls outwards and down, inverting the glove and trapping the first glove inside.</p>		
13		<p>Places contaminated gloves in a biohazard waste bag (by donning or verbalizing proper disposal).</p> <p>Washes hands (by verbalizing five steps of wet, lather with soap, scrub for at least 20 seconds, rinse well, and dry).</p>	<i>"PPE is disposed of properly. End of performance evaluation."</i>	
END				

Student Name _____ Class Date _____

Successfully completed

Remediation required

Signature of HSI Authorized Instructor _____

HSI Instructor Registry Number _____

Notes (as needed):

Individual Performance Evaluation Sheet 2

ADULT – ONE-PROVIDER CPR AED

#	PROCEDURE	PROVIDER ACTION (PERFORMANCE CRITERIA)	INSTRUCTOR PROMPT	CHECK OFF
1			<i>"You are a trained CPR AED provider responding to a call for help over a two-way radio for a person who collapsed in your workplace. When you arrive at the scene, an untrained coworker points to a motionless adult lying face-up on the floor. You have a first aid kit with appropriate PPE and an adult CPR mask with a disposable one-way valve. There is an AED nearby. Demonstrate what to do next."</i>	
2	Performs an Assessment	Assesses scene safety (by pausing and verbalizing looking for obvious hazards and possible hidden dangers).	<i>"The scene is safe."</i>	
3		Takes standard precautions (by putting on gloves).		
4		Assesses responsiveness (by tapping the manikin and asking loudly, "Are you okay?").	<i>"The person is unresponsive."</i>	
5		Activates EMS and/or EAP (by directing someone to call 911 or activate the EAP).	<i>"EMS is activated."</i>	
6		Sends someone to get a first aid kit and an AED (by directing someone to get them).	<i>"You have a first aid kit. The coworker is getting an AED."</i>	
7		Assesses breathing for at least 5 seconds and no more than 10 seconds (by looking at the chest and face for signs of normal breathing).	<i>"The person is not breathing normally. They are making occasional snorting sounds."</i>	
8	Starts Conventional CPR	Positions an adult training manikin face up on a firm, flat surface. Moves any bulky clothing covering the chest out of the way (or verbalizes this action). Kneels close to the chest.		
9	Performs Chest Compressions	Places the heel of one hand on the lower half of the breastbone. Places the heel of the other hand on top of and parallel to the first. Positions shoulders directly above hands, with arms straight and elbows locked. Performs 30 high-quality chest compressions (by compressing at least 2 inches, at a rate of 100–120 times per minute, with chest full recoil) while counting out loud (in no less than 15 and no more than 18 seconds).		

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#	PROCEDURE	PROVIDER ACTION (PERFORMANCE CRITERIA)	INSTRUCTOR PROMPT	CHECK OFF
10	Gives Breaths	Seals an adult CPR mask against the manikin's face. Opens the airway using head tilt-chin lift and gives 2 breaths, each breath 1 second in length. Gives enough air to create a visible rise of the chest but no more.		
11	Repeats Cycles of High-Quality CPR	Immediately resumes high-quality chest compressions (in 10 seconds or less). Repeats a second CPR cycle of 30:2 compressions-to-breaths.	(Allow the student to complete a second cycle of chest compressions and breaths before the prompt.) "AED arrives."	
12	Operates the AED	Powers on the AED. Follows the voice prompts. Removes any clothing that prevents direct contact between the pads and the training manikin's skin (or adjusts the position of a bra).	AED: Remove all clothing from the training manikin's chest. (AED training device prompts may differ slightly.)	
13	Applies Pads	Locates the adult defibrillation pads. Peels the pads from the backing sheet one at a time and places each according to the pictures.	AED: Apply pads to bare skin as shown in pictures.	
14	Allows AED Analysis	Clears the training manikin and allows the AED to analyze the heart rhythm, making certain that no one is touching the training manikin.	(The student should wait for the AED prompt before the next action.) AED: Analyzing heart rhythm... Shock advised.	
15	Clears Again and Delivers Shock	Clears again, loudly saying, "Everybody clear," or something similar, making certain that no one is touching the training manikin. Simulates delivering a shock.	AED: Clear the training manikin. AED: Shock delivered. Begin CPR.	
16	Continues CPR AED	Immediately resumes high-quality CPR starting with chest compressions (in 10 seconds or less), completing a third cycle of 30:2 compressions-to-breaths.	(Allow the student to complete a third cycle of chest compressions and breaths before the prompt.) "EMS arrives and takes over care of the person. End of performance evaluation."	
END				

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Individual Performance Evaluation Sheet 3

SEVERE OR LIFE-THREATENING EXTERNAL BLEEDING CONTROL

#	PROCEDURE	PROVIDER ACTION (PERFORMANCE CRITERIA)	INSTRUCTOR PROMPT	CHECK OFF
1			<i>"You are a trained first aid provider responding to a shout for help. As you reach the workplace scene, you see an injured employee holding one hand over their bloody forearm. Blood is leaking around their hand and dripping onto the floor, forming a puddle. The employee says, "The glass pane broke over there while I was repairing it!" You have appropriate PPE and a first aid kit with a 10-pack of sterile 4"x4" gauze sponges, but no hemostatic dressing or tourniquet. Demonstrate what to do next."</i>	
2	Performs an Assessment	Assesses scene safety (by pausing and verbalizing looking for obvious hazards and possible hidden dangers).	<i>"The scene is safe."</i>	
3		Takes standard precautions (by donning or verbalizing putting on gloves and safety glasses).		
4		Activates EMS and/or EAP (by directing someone to call 911 or activate the EAP).	<i>"EMS is activated."</i>	
5		Sends someone to get a first aid kit and an AED (by directing someone to get them).	<i>"You have a first aid kit. Another first aid provider is bringing an AED and additional first aid kits."</i>	
6	Obtains Consent	Introduces self and asks, "May I help you?"	<i>"The person nods yes."</i>	
7	Finds the Source of Bleeding	Opens, lifts away, or removes clothing covering the simulated wound so you can clearly see it (or verbalizes this action).	<i>"Blood flows continuously from a deep, irregular, and jagged tear in the forearm."</i>	

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Individual Performance Evaluation Sheet 4

CHILD – ONE-PROVIDER CPR AED

#	PROCEDURE	PROVIDER ACTION (PERFORMANCE CRITERIA)	INSTRUCTOR PROMPT	CHECK OFF
1			<i>"You are a trained CPR AED provider responding to an emergency alert for a child passed out on the playground. When you arrive at the scene, an untrained coworker kneeling next to a motionless child says, "He was playing soccer and just collapsed! He's only seven!" You have a first aid kit with appropriate PPE and an adult/child CPR mask with a disposable one-way valve. There is an AED nearby. Demonstrate what to do next."</i>	
2	Performs an Assessment	Assesses scene safety (by pausing and verbalizing looking for obvious hazards and possible hidden dangers).	<i>"The scene is safe."</i>	
3		Takes standard precautions (by donning or verbalizing putting on gloves).		
4		Assesses responsiveness (by tapping the manikin and asking loudly, "Are you okay?").	<i>"The child is unresponsive."</i>	
5		Activates EMS and/or EAP (by directing someone to call 911 or activate the EAP).	<i>"EMS is activated."</i>	
6		Sends someone to get a first aid kit and an AED (by directing someone to get them).	<i>"You have a first aid kit. The coworker is getting an AED."</i>	
7		Assesses breathing for at least 5 seconds and no more than 10 seconds (by looking at the chest and face for signs of normal breathing).	<i>"The child is not breathing normally. They are making occasional snorting sounds."</i>	
8	Starts Conventional CPR	Positions an adult/child training manikin face up on a firm, flat surface. Moves any bulky clothing covering the chest out of the way (or verbalizes this action). Kneels close to the chest.		
9	Performs Chest Compressions	Places the heel of one hand on the lower half of the breastbone (Option: Places the heel of the other hand on top of the first or grasps wrist). Positions shoulders directly above hand(s), with arm(s) straight and elbow(s) locked. Performs 30 high-quality chest compressions (by compressing at least 2 inches, at a rate of 100–120 times per minute, with chest full recoil) while counting out loud (in no less than 15 and no more than 18 seconds).		

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#	PROCEDURE	PROVIDER ACTION (PERFORMANCE CRITERIA)	INSTRUCTOR PROMPT	CHECK OFF
10	Gives Breaths	Seals an adult/child CPR mask against the manikin's face. Opens the airway using head tilt-chin lift and gives 2 breaths, each breath 1 second in length. Gives enough air to create a visible rise of the chest but no more.		
11	Repeats Cycles of High-Quality CPR	Immediately resumes high-quality chest compressions (in 10 seconds or less). Repeats a second CPR cycle of 30:2 compressions-to-breaths.	(Allow the student to complete a second cycle of chest compressions and breaths before the prompt.) <i>"AED arrives."</i>	
12	Operates the AED	Powers on the AED. Follows the voice prompts. Removes any clothing that prevents direct contact between the pads and the training manikin's skin.	AED: Remove all clothing from the training manikin's chest. (AED training device prompts may differ slightly.)	
13	Applies Pads	Locates the pediatric defibrillation pads. Peels the pads from the backing sheet one at a time and places each according to the pictures.	AED: Apply pads to training manikin as shown in pictures.	
14	Allows AED Analysis	Clears the training manikin and allows the AED to analyze the heart rhythm, making certain that no one is touching the training manikin.	(The student should wait for the AED prompt before the next action.) AED: Analyzing heart rhythm... Shock advised.	
15	Clears Again and Delivers Shock	Clears again, loudly saying, "Everybody clear," or something similar, making certain that no one is touching the training manikin. Simulates delivering a shock.	AED: Clear the training manikin. AED: Shock delivered. Begin CPR.	
16	Continues CPR AED	Immediately resumes high-quality CPR starting with chest compressions (in 10 seconds or less), completing a third cycle of 30:2 compressions-to-breaths.	(Allow the student to complete a third cycle of chest compressions and breaths before the prompt.) <i>"EMS arrives and takes over care of the child. End of performance evaluation."</i>	

END

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Successfully completed

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Notes (as needed):

Individual Performance Evaluation Sheet 5

INFANT - ONE-PROVIDER CPR

#	PROCEDURE	PROVIDER ACTION (PERFORMANCE CRITERIA)	INSTRUCTOR PROMPT	CHECK OFF
1			<i>"You are a trained CPR AED provider responding to panicked shouts for help. As you turn a corner, a distraught teenager hands you a limp infant and says, "Please help, she's not breathing!" You have a first aid kit with appropriate PPE and an infant CPR mask with a disposable one-way valve. There is no AED available. Demonstrate what to do next."</i>	
2	Performs an Assessment	Assesses scene safety (by pausing and verbalizing looking for obvious hazards and possible hidden dangers).	<i>"The scene is safe."</i>	
3		Takes standard precautions (by donning or verbalizing putting on gloves).		
4		Assesses responsiveness (by tapping the manikin and asking loudly, "Are you okay?").	<i>"The infant is unresponsive."</i>	
5		Activates EMS and/or EAP (by directing someone to call 911 or activate the EAP).	<i>"EMS is activated."</i>	
6		Sends someone to get a first aid kit and an AED (by directing someone to get them).	<i>"You have a first aid kit. There is no AED available."</i>	
7		Assesses breathing for at least 5 seconds and no more than 10 seconds (by looking at the chest and face for signs of normal breathing).	<i>"The infant is not breathing."</i>	
8	Starts Conventional CPR	Positions an infant training manikin face up on a firm, flat surface. Moves any bulky clothing covering the chest out of the way (or verbalizes this action).		
9	Performs Chest Compressions	Uses the 2-thumb encircling-hands technique or the heel of one hand for chest compressions. Performs 30 high-quality chest compressions (by compressing at least 1 ½ inches or about 1/3 the depth of the chest at a rate of 100–120 times per minute, with chest full recoil) while counting out loud (in no less than 15 and no more than 18 seconds).		

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#	PROCEDURE	PROVIDER ACTION (PERFORMANCE CRITERIA)	INSTRUCTOR PROMPT	CHECK OFF
10	Gives Breaths	Seals an infant CPR mask against the manikin's face. Opens the airway using head tilt-chin lift and gives 2 breaths, each breath 1 second in length. Gives enough air to create a visible rise of the chest, but no more.		
11	Repeats Cycles of High-Quality CPR	Immediately resumes high-quality chest compressions (in 10 seconds or less). Repeats a second CPR cycle of 30:2 compressions-to-breaths.		
12	Continues CPR	Repeats a third cycle of 30:2 compressions-to-breaths.	(Allow the student to complete a third cycle of chest compressions and breaths before the prompt.) <i>"EMS arrives and takes over care of the infant. End of performance evaluation."</i>	
END				

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