

**ENHANCED FIREFIGHTER TRAINING PROGRAM (EFFTP)  
PRACTICUM DOCUMENTATION  
COMPLETION REQUIREMENTS**

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## Introduction to EFFTP Practicum Documentation

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During the practicum session, the student is responsible for maintaining accurate records of emergency responses made as well as skills performed while attending those responses or on station. Records are to be completed, stored, and submitted electronically via the Canadian Fire Rescue College's (CFRC) online practicum reporting system. For technical support, please contact the CFRC Admissions Team.

Phone: Toll free – 1-855-710-2372

E-mail: [admissions@canadianfirerescuecollege.com](mailto:admissions@canadianfirerescuecollege.com)

The Admissions Team will respond to requests within two business days when possible. The office hours are Monday to Friday 9 am to 5 pm (Mountain Standard Time).

Moving to the computer-based tracking of competencies provides the school with an electronic version of those competencies a student is required to obtain to graduate from their program.

The school endeavors to provide a consistent and fair evaluation process for students in the EFFTP program. As the student transitions into the practical, live emergency response environment, we seek input from preceptors on how well our students are performing the competencies they were taught in school. To aid in this process, the school provides the preceptor with a Preceptor Manual, which can be found on our website. It contains the Essential Skills Manual used to evaluate the students in the school's practical training setting, as well as excerpts from the National Fire Protection Association (NFPA). The preceptor and student are expected to reference these documents, anytime there is a question as to how a student performed a competency; the goal is to ensure the student is being fairly evaluated based on what they were taught in the class setting.

It should be noted, that these evaluation tools represent an extremely important component of student practicum experience, therefore care must be taken in completing them.

## Incomplete Documentation

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Failure to complete the required documentation will result in the student completing further hours in the required setting.

The student is strongly encouraged to ensure their assigned preceptor completes all required documentation before the end of their shift, with that preceptor.

If the student continually fails to pass in his or her documentation on time, they will receive an incomplete mark for the practicum and be advised that they will be required to complete more practicum time. The student, after receiving an incomplete will then be placed on academic probation. A learning contract will be written which will clearly outline the completion

requirements and consequences of not completing them. Any costs that occur due to this extra time will be absorbed by the student.

Based on school policy a student will be provided an allotted timeframe to complete their practicum placement. Failure to complete the practicum rotation in the allotted time can result in an incomplete grade. The student will fail to graduate, and a certificate of completion will not be awarded. A failing mark during practicum placements will require the student to re-enroll in the EFFTP if they wish to successfully complete the program.

### **Performance Environment's**

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The practicum environment is a setting where the student is able to deliver emergency services on an actual emergency scene in one of the following settings: Municipal Fire Service, Industrial Fire Service, Airport Fire Service, or other practicum setting where the competencies for the practicum performance environment may be obtained.

### **Defining and Evaluating Proficiency**

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The Evaluation tools under Practicum Preceptorship are designed to allow the preceptor to evaluate the student during the practicum experience based on the National Fire Protection Association (NFPA) standards.

The CFRC has approved the following definition of proficiency: Proficiency involves the demonstration of skills, knowledge and abilities in accordance with the following principles:

- Consistency (the ability to repeat performance techniques and outcomes; this requires performance more than once in the appropriate Performance Environment)
- Independence (ability to perform without assistance from others)
- Timeliness (the ability to perform in a time frame that enhances incident safety)
- Accuracy (the ability to perform utilizing correct techniques and to achieve the intended outcomes)
- Appropriateness (the ability to perform in accordance with practicum standards and protocols outlined within the practice jurisdiction)

The preceptor should be familiar with the school's Proficiency Evaluation Key (See table below) before completing the evaluation forms. Individual competencies will either be approved or not approved by the preceptor. The preceptor may also reference a complete listing on Essential Competencies and their sub-competencies found in the Preceptor Manual.

In the practicum setting, the students will be evaluated based on individual skills and how they perform on the overall call. There are many aspects to a fire call, and it is essential that a student be competent at performing all aspects of a call not just individual skills/competencies.

Individual skills/competencies will be evaluated using the Proficiency Evaluation Key (See table below).

**Proficiency Evaluation Key**

√	Approved – means the student was able to perform the competency on an appropriate call.
X	Not Approved – means the student was not able to perform the competency on an appropriate call.

Note: When a preceptor indicates an individual competency is not approved they will be prompted to provide a reason for not approving that competency. It is important for the student to receive feedback on skills that have not been approved, so they (the student) may improve their performance.

The overall call will be evaluated using the Overall Call – Evaluation Key (See table below). The student must show consistency in completing their overall calls with a minimum score of 3 on eighty percent (or 12 calls) of the last 15 calls in the practicum setting.

**Overall Call – Evaluation Key**

Score	Score Description
<b>5 Excellent</b>	The student excelled at this call. They demonstrated a high standard of proficiency as they independently expedited the delivery of emergency services in a manner that directly increased life safety, incident stabilization, and/or property conservation. Furthermore, excelled at integrating the competencies required to perform as a professional firefighter on this call.
<b>4 Above Average</b>	The student showed an above average ability to deliver emergency services on scene and required little oversight or intervention in the performance of their duties. The student has successfully integrated the competencies required to perform as a professional firefighter on this call.
<b>3 Average</b>	The student has met the basic firefighting skills required to safely deliver emergency services, but required a fair amount of oversight and direct. The student has successfully integrated the competencies required to perform as a professional firefighter on this call.
<b>2 Below Average</b>	The student has a below average level of firefighting performance. The student did not perform all of the critical duties required of them on this incident. Remediation is not required at this time, as we believe the student requires more exposure to supervised live fire and rescue responses to gain more experience.
<b>1 Not Acceptable</b>	The student is Unsafe. Student was unable to manage any significant aspect of this call on their own; furthermore, their performance compromised life safety, incident stabilization, and/or property conservation. Remediation is required as the student is unsuitable for unsupervised firefighting duties, or progression in the practicum environment.

The overall call evaluation will require a comment from the preceptor. A drop-down menu is provided for this section.

**Practicum Objectives/Learning Requirements**

The student will be required to enter the practicum environment and complete a minimum of 13 weeks following their designated preceptor’s rotation. During the 13-week preceptorship, they must complete 540 hours of supervised practicum. If a competency is not obtained, the student will be required to complete extra hours to obtain that competency in the ambulance practicum.

The list of competencies a student may obtain in the practicum environment are identified in the table on the following pages.

<b>COMPLETE LIST OF SKILLS FOR ASSESSMENT</b>	
<b>A General Skill Requirements</b>	
<p><b>Skill 1:</b> General skill requirements.</p> <ul style="list-style-type: none"> <li>a. Ability to don personal protective clothing</li> <li>b. Doff personal protective clothing and prepare for reuse</li> <li>c. Perform field reduction of contaminants and prepare for reuse</li> </ul>	
<p><b>Skill 2:</b> General skill requirements</p> <ul style="list-style-type: none"> <li>a. The ability to determine the need for command</li> <li>b. Organize and coordinate an incident management system until command is transferred</li> <li>c. Function within an assigned role in the incident management system</li> </ul>	
<b>B Fire Department Communications</b>	
<p><b>Skill 3:</b> Initiate the response to a reported emergency, given the report of an emergency, fire department SOPs, and communications equipment, so that all necessary information is obtained, communications equipment is operated correctly, and the information is relayed promptly and accurately to the dispatch center.</p> <ul style="list-style-type: none"> <li>a. Ability to operate fire department communications equipment</li> <li>b. Relay information</li> <li>c. Record Information</li> </ul>	
<p><b>Skill 4: Product</b> - Complete a basic incident report, given the report forms, guidelines, and information, so that all pertinent information is recorded, the information is accurate, and the report is complete</p> <ul style="list-style-type: none"> <li>a. Ability to determine necessary codes</li> <li>b. Proof reports</li> <li>c. Operate fire department computers or other equipment necessary to complete reports</li> </ul>	
<p><b>Skill 5:</b> Receive a telephone call, given a fire department phone, so that procedures for answering the phone are used and the caller’s information is relayed.</p> <ul style="list-style-type: none"> <li>a. Ability to operate fire station telephone and intercom equipment</li> <li>b. Locate information in department documents and standard or code materials</li> </ul>	
<p><b>Skill 6:</b> Communicate the need for team assistance, given fire department communications equipment, SOPs, and a team, so that the supervisor is consistently informed of team needs, departmental SOPs are followed, and the assignment is accomplished safely.</p> <ul style="list-style-type: none"> <li>a. Ability to operate fire department communications equipment</li> </ul>	

<p><b>Skill 7:</b> Transmit and receive messages via the fire department radio, given a fire department radio and operating procedures, so that the information is accurate, complete, clear, and relayed within the time established by the AHJ.</p> <ol style="list-style-type: none"> <li>a. Ability to operate radio equipment</li> <li>b. Discriminate between routine and emergency traffic</li> </ol>	
<p><b>C Fireground Operations</b></p>	
<p><b>Skill 8:</b> Use self-contained breathing apparatus (SCBA) during emergency operations, given SCBA and other personal protective equipment, so that the SCBA is correctly donned, the SCBA is correctly worn, controlled breathing techniques are used, emergency procedures are enacted if the SCBA fails, all low-air warnings are recognized, respiratory protection is not intentionally compromised, and hazardous areas are exited prior to air depletion.</p> <ol style="list-style-type: none"> <li>a. Ability to control breathing</li> <li>b. Replace SCBA air cylinders</li> <li>c. Use SCBA to exit through restricted passages</li> <li>d. Initiate and complete emergency procedures in the event of SCBA failure or air depletion</li> <li>a. Complete donning procedures</li> </ol>	
<p><b>Skill 9: Process</b> - Coordinate an interior attack line for team’s accomplishment of an assignment in a structure fire, given attack lines, personnel, PPE, and tools, so that crew integrity is established; attack techniques are selected for the given level of the fire (e.g., attic, grade level, upper levels or basement); attack techniques are communicated to the attack teams; constant team coordination is maintained; fire growth and development is continuously evaluated; search, rescue, and ventilation requirements are communicated or managed; hazards are reported to the attack team; and incident command is apprised of changing conditions.</p> <ol style="list-style-type: none"> <li>a. Ability to assemble a team</li> <li>b. Choose attack techniques for various levels of a fire (e.g., attic, grade level, upper levels, or basement)</li> <li>c. Evaluate and forecast a fire’s growth and development</li> <li>d. Select tools for forcible entry</li> <li>e. Incorporate search and rescue procedures and ventilation procedures in the completion of the attack team efforts</li> <li>f. Determine developing hazardous building or fire conditions.</li> </ol>	
<p><b>Skill 10:</b> Respond on apparatus to an emergency scene, given personal protective clothing and other necessary personal protective equipment, so that the apparatus is correctly mounted and dismounted, seat belts are used while the vehicle is in motion, and other personal protective equipment is currently used.</p> <ol style="list-style-type: none"> <li>a. Ability to use each piece of provided safety equipment</li> </ol> <p><b>Skill 11: Process</b> - Establish and operate in work areas at emergency scenes, given</p>	

<p>protective equipment, traffic and scene control devices, structure fire and roadway emergency scene, traffic hazards and downed electrical wires, and assignment, and SOPs, so that procedures are followed, protective equipment is worn, protected work areas are established as directed using traffic and scene control devices, and the fire fighter performs assigned tasks only in established, protected work areas.</p> <ol style="list-style-type: none"> <li>a. Ability to use personal protective clothing</li> <li>b. Deploy traffic and scene control devices</li> <li>c. Dismount apparatus</li> <li>d. Operate in the protected work areas as directed</li> </ol>	
<p><b>Skill 12:</b> Protect evidence of fire cause and origin, given a flashlight and overhaul tools, so that the evidence is noted and protected from further disturbance until investigators can arrive on the scene.</p> <ol style="list-style-type: none"> <li>a. Ability to locate the fire’s origin area</li> <li>b. Recognize possible causes</li> <li>c. Protect the evidence windows</li> </ol> <p><b>Skill 13:</b> Force entry into a structure, given personal protective equipment, tools, and an assignment, so that the tools are used as designed, the barrier is removed, and the opening is in a safe condition and ready for entry.</p> <ol style="list-style-type: none"> <li>a. Ability to transport and operate hand and power tools</li> <li>b. Force entry through doors, windows, and walls using assorted methods and tools</li> </ol>	
<p><b>Skill 14:</b> Extricate a victim entrapped in a motor vehicle as part of a team, given stabilization and extrication tools, so that the vehicle is stabilized, the victim disentangled without further injury, and hazards</p> <ol style="list-style-type: none"> <li>a. Ability to operate hand and power tools for forcible entry and rescue as designed</li> <li>b. Use cribbing and shoring material</li> <li>c. Choose and apply appropriate techniques for moving or removing vehicle roofs, doors, windshields, windows, steering wheels or columns, and the dashboard</li> </ol>	
<p><b>Skill 15:</b> Exit a hazardous area as a team, given vision-obscured conditions, so that a safe haven is found before exhausting the air supply, others are not endangered, and the team integrity is maintained.</p> <ol style="list-style-type: none"> <li>a. Ability to operate as a team member in vision-obscured conditions</li> <li>b. Locate and follow a guideline</li> <li>c. Conserve air supply</li> <li>d. Evaluate areas for hazards and identify a safe haven (verbally communicated)</li> </ol>	
<p><b>Skill 16:</b> Assist rescue operation teams, given standard operating procedures, necessary rescue equipment, and an assignment, so that procedures are followed, rescue items are recognized and retrieved in the time as prescribed by the AHJ, and the assignment completed.</p>	

<p>a. Ability identify and retrieve various types of rescue tools  b. Establish public barriers  c. Assist rescue teams as a member of the team when assigned</p> <p><b>Skill 17:</b> Set up ground ladders, given single and extension ladders, an assignment, and team members if needed, so that hazards are assessed, the ladder is stable, the angle is correct for climbing, extension ladders are extended to the necessary height with the fly locked, the top is placed against a reliable structural component, and the assignment is accomplished.</p> <p>a. Carry ladders  b. Raise ladders  c. Extend ladders  d. Lock flies  e. Determine that a wall and roof will support the ladder  f. Judge extension ladder height requirements  g. Place the ladder to avoid obvious hazards  h. Mount, ascend, dismount, and descend the ladder</p> <p><b>Skill 18:</b> Attack a passenger vehicle fire operating as a member of a team, given personal protective equipment, attack line, and hand tools, so that hazards are avoided, leaking flammable liquids are identified and controlled, protection from flash fires is maintained, all vehicle compartments are overhauled, and the fire is extinguished.</p> <p>a. Ability to identify automobile fuel types  b. Assess and control fuel leaks  c. Open, close and adjust flow and pattern on nozzles  d. Apply water for maximum effectiveness while maintaining flash fire protection  e. Advance 38 mm (1 ½ in.) or larger diameter attack lines  f. Expose hidden fires by opening all automobile compartments</p>	
<p><b>Skill 19:</b> Extinguish fires in exterior Class A materials, given fires in stacked or piled and small unattached structures or storage containers that can be fought from the exterior, attack lines, hand tools and master stream devices, and an assignment, so that exposures are protected, the spread of fire is stopped, collapse hazards are avoided, water application is effective, the fire is extinguished, and signs of the origin area(s) and arson are preserved.</p> <p>a. Recognize inherent hazards related to the material’s configuration  b. Operate handlines or master streams  c. Break up material using hand tools and water streams  d. Evaluate for complete extinguishment  e. Operate hose lines and other water application devices  f. Evaluate and modify water application for maximum penetration  g. Search for and expose hidden fires  h. Assess patterns for origin determination.  i. Evaluate for complete extinguishment</p>	



**Skill 20:** Conduct a search and rescue in a structure operating as a member of a team, given an assignment, obscured vision conditions, personal protective equipment, a flashlight, forcible entry tools, hose lines, and ladders when necessary, so that ladders are correctly placed when used, all assigned areas are searched, all victims are located and removed, team integrity is maintained, and team members' safety, including respiratory protection, is not compromised.

- a. Use SCBA to exit through restricted passages
- b. Set up and use different types of ladders for various types of rescue operations
- c. Rescue a firefighter with functioning respiratory protection
- d. Rescue a firefighter whose respiratory protection is not functioning
- e. Rescue a person who has no respiratory protection
- f. Assess areas to determine tenability

**Skill 21:** Attack an interior structure fire operating as a member of a team, given an attack line, ladders when needed, personal protective equipment, tools, and an assignment, so that team integrity is maintained, the attack line is deployed for advancement, ladders are correctly placed when used, access is gained into the fire area, effective water application practices are used, the fire is approached correctly, attack techniques facilitate suppression given the level of the fire, hidden fires are located and controlled, the correct body posture is maintained, hazards are recognized and managed and the fire is brought under control.

- a. Ability to prevent water hammers when shutting down nozzles
- b. Open, close and adjust nozzle flow and patterns
- c. Apply water using direct, indirect, and combination attacks
- d. Advance charged and uncharged 38 mm (1 ½ in.) diameter or larger hose lines up ladders and up and down interior and exterior stairways
- e. Extend hose lines
- f. Replace burst hose sections
- g. Operate charged hose lines of 38 mm (1 ½ in.) diameter or larger while secured to a ground ladder
- h. Couple and uncouple various handline connections
- i. Carry hose
- j. Attack fires at grade level and above and below grade levels
- k. Locate and suppress interior wall and subfloor fires

<p><b>Skill 22:</b> Perform horizontal or vertical ventilation on a structure operating as part of a team, given an assignment, personal protective equipment, ventilation tools, equipment, and ladders, so that the ventilation openings are free of obstructions, tools are used as designed, ladders are correctly placed, ventilation devices are correctly placed, and the structure is cleared of smoke.</p> <ul style="list-style-type: none"> <li>a. Ability to transport and operate ventilation tools and equipment and ladders</li> <li>b. Use safe procedures for breaking window and door glass and removing obstructions</li> <li>c. Hoist ventilation tools to a roof (vertical)</li> <li>d. Cut roofing and flooring materials to vent flat roofs, pitched roofs and basements (vertical)</li> <li>e. Sound a roof for integrity (vertical)</li> <li>f. Clear an opening with hand tools (vertical)</li> <li>g. Select, carry, deploy and secure ground ladders for ventilation activities (vertical)</li> <li>h. Deploy roof ladders on pitched roofs while secured to a ground ladder (vertical)</li> <li>i. Carry ventilation –related tools and equipment while ascending and descending (vertical)</li> </ul>	
<p><b>Skill 23:</b> Overhaul a fire scene, given personal protective equipment, attack line, hand tools, a flashlight, and an assignment, so that structural integrity is not compromised, all hidden fires are discovered, fire cause evidence is preserved, and the fire is extinguished.</p> <ul style="list-style-type: none"> <li>a. Ability to deploy and operate an attack line</li> <li>b. Remove flooring, ceiling, and wall components to expose void spaces without compromising structural integrity</li> <li>c. Apply water for maximum effectiveness</li> <li>d. Expose and extinguish hidden fires in walls, ceilings, and subfloor spaces</li> <li>e. Recognize and preserve obvious signs of area of origin and arson</li> <li>f. Evaluate for complete extinguishment</li> </ul>	
<p><b>Skill 24:</b> Conserve property as a member of a team, given salvage tools and equipment and an assignment, so that the building and its contents are protected from further damage.</p> <ul style="list-style-type: none"> <li>a. Ability to cluster furniture</li> <li>b. Deploy covering materials</li> <li>c. Roll and fold salvage covers for reuse</li> <li>d. Construct water chutes and catch-alls</li> <li>e. Remove water</li> <li>f. Cover building openings, including doors, windows, floor openings and roof openings</li> <li>g. Separate, remove and relocate charred material to a safe location while protecting the area of origin for cause determination</li> <li>h. Stop the flow water from a sprinkler with sprinkler wedges or stoppers (if applicable)</li> <li>i. Operate a main control valve on an automatic sprinkler system (if applicable)</li> </ul>	

<p><b>Skill 25:</b> Connect a fire department pumper to a water supply as a member of a team, given supply or intake hose, hose tools, and a fire hydrant or static water source, so that connections are tight and water flow is unobstructed.</p> <ol style="list-style-type: none"> <li>a. Ability to hand lay a supply hose</li> <li>b. Connect and place hard suction hose for drafting operations</li> <li>c. Deploy portable water tanks as well as the equipment necessary to transfer water between and draft from them</li> <li>d. Make hydrant-to-pumper hose connections for forward and reverse lays</li> <li>e. Connect supply hose to a hydrant</li> <li>f. Fully open and close the hydrant</li> </ol>	
<p><b>Skill 26:</b> Illuminate the emergency scene, given fire service electrical equipment and an assignment, so that designated areas are illuminated, and all equipment is operated within the manufacturer’s listed safety precautions.</p> <ol style="list-style-type: none"> <li>a. Ability to operate department power supply and lighting equipment</li> <li>b. Deploy cords and connectors</li> <li>c. Reset ground-fault interrupter devices</li> <li>d. Locate lights for best effect</li> </ol>	
<p><b>Skill 27:</b> Turn off building utilities, given tools and an assignment, so that the assignment is safely completed.</p> <ol style="list-style-type: none"> <li>a. Ability to identify utility control devices</li> <li>b. Operate control valves or switches</li> <li>c. Assess for related hazards</li> </ol>	
<p><b>Skill 28:</b> Operate and air monitoring instrument given an air monitor and a task, so the device is operated and the firefighter recognizes the high or low-level alarms of the monitor and take action to mitigate the hazard.</p> <ol style="list-style-type: none"> <li>a. Ability to operate the monitor</li> <li>b. Recognize the alarms</li> <li>c. React to the air monitor</li> </ol>	

**D Apparatus Operation**

**Skill 29:** Perform visual and operational checks on the systems and components specified in the following list, given a fire department vehicle, its manufacturer’s specifications, and policies and procedures of the jurisdiction, so that the operational status of the vehicle is verified: battery(ies), braking system, coolant system, electrical system, fuel, hydraulic fluids, oil, tires, steering systems, belts, tools, appliances, equipment, and built-in safety features.

- a. The ability to use hand tools
- b. Recognize system problems
- c. Correct any deficiency noted according to policies and procedures

(Document the visual and operational checks, given maintenance and inspection forms, so that all items are checked for operation and deficiencies are reported.)

- a. The ability to use tools and equipment
- b. Complete all related departmental forms

**Skill 30:** Operate a fire apparatus, given a vehicle and a predetermined route on a public way that incorporates the maneuvers and features that the driver/operator is expected to encounter during normal operations, so that the vehicle is operated in compliance with all applicable state and local laws and departmental rules and regulations.

- a. The ability to operate passenger restraint devices
- b. Maintain safe following distances
- c. Maintain control of the vehicle while accelerating, decelerating, and turning, given road, weather, and traffic conditions
- d. Operating under adverse environmental or driving surface conditions
- e. Use of automotive gauges and controls

Operate a vehicle using defensive driving techniques, given an assignment and a fire apparatus, so that control of the vehicle is maintained.

- a. The ability to operate passenger restraint devices
- b. Maintain safe following distances
- c. Maintain control of the vehicle while accelerating, decelerating, and turning, given road, weather, and traffic conditions
- d. Operating under adverse environmental or driving surface conditions
- e. Use of automotive gauges and controls

**Skill 31:** Operate all fixed systems and equipment on the vehicle not addressed elsewhere in this standard, given systems and equipment, manufacturer’s specifications and instructions, and departmental policies and procedures for the systems and equipment, so that each system or piece of equipment is operated in accordance with the applicable instructions and policies.

- a. The ability to deploy, energize, and monitor the system or equipment
- b. Recognize and correct system problems

**Skill 32:** Connect a fire department pumper to a water supply as a member of a team, given supply or intake hose, hose tools, and a fire hydrant or static water source, so that connections are tight and water flow is unobstructed.

- a. The ability to hand lay a supply hose
- b. Connect and place hard suction hose for drafting operations

<ul style="list-style-type: none"> <li>c. Deploy portable water tanks as well as the equipment necessary to transfer water between and draft from them</li> <li>d. Make hydrant-to-pumper hose connections for forward and reverse lays</li> <li>e. Connect supply hose to a hydrant</li> <li>f. Fully open and close the hydrant</li> </ul>	
<p><b>Skill 33:</b> Produce effective hand or master streams, given the sources specified in the following list, so that the pump is engaged, all pressure control and vehicle safety devices are set, the rated flow of the nozzle is achieved and maintained, and the apparatus is monitored for potential problems: internal tank, pressurized tank, static source, transfer from internal tank to external source.</p> <ul style="list-style-type: none"> <li>a. The ability to position a fire department pumper to operate at a fire hydrant and at a static water source</li> <li>b. Power transfer from vehicle engine to pump</li> <li>c. Draft</li> <li>d. Operate pumper pressure control systems</li> <li>e. Operate the volume/pressure transfer valve (multistage pumps only)</li> <li>f. Operate auxiliary cooling system</li> <li>g. Make the transition between internal and external water sources</li> <li>h. Assemble hose lines, nozzles, valves and appliances</li> </ul>	
<b>E Preparedness and Maintenance</b>	
<p><b>Skill 34:</b> Clean and check ladders, ventilation equipment, SCBA, ropes, salvage equipment, and hand tools, given cleaning tools, cleaning supplies, and an assignment, so that equipment is clean and maintained according to manufacturer’s or departmental guidelines, maintenance is recorded, and equipment is placed in a ready state or reported otherwise.</p> <ul style="list-style-type: none"> <li>a. Ability to select correct tools for various parts and pieces of equipment</li> <li>b. Follow guidelines</li> <li>c. Complete recording and reporting procedures</li> </ul>	
<p><b>Skill 35: Process</b> - Clean, inspect and return fire hose to service, given washing equipment, water, detergent, tools, and replacement gaskets, so that damage is noted and corrected, the hose is clean, and the equipment is placed in a ready state for service.</p> <ul style="list-style-type: none"> <li>a. Ability to clean different types of hose</li> <li>b. Operate hose washing and drying equipment</li> <li>c. Mark defective hose</li> <li>d. Replace coupling gasket</li> <li>e. Roll hose</li> <li>f. Reload hose</li> </ul>	

<p><b>Skill 36: Process</b> - Maintain power plants, power tools, and lighting equipment, given tools and manufacturer’s instructions, so that equipment is clean and maintained according to manufacturer and departmental guidelines, maintenance is recorded, and equipment is placed in a ready state or reported otherwise.</p> <ul style="list-style-type: none"> <li>a. Ability to select correct tools</li> <li>b. Follow Guidelines</li> <li>c. Complete recording and reporting procedures</li> <li>d. Operate power plants, power tools, and lighting equipment</li> </ul>	
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## Completing the Electronic Forms

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The following pages contain information for the preceptor, student and auditors on how to complete the electronic forms. Sample documentation includes the following:

- |                                |                              |
|--------------------------------|------------------------------|
| 1) Practicum Attendance Record | 4) Preceptor Contact Form    |
| 2) Call Record                 | 5) Preceptor Assignment Form |
| 3) Weekly Evaluation           |                              |

### 1) Practicum Attendance Record

#### Completing the Documentation:

- The students attending your practicum site have a specific number of hours they must complete. The purpose of the attendance record is to track those hours.
- The student is to complete specific sections on this form, prior to the preceptor signing it. The student will complete the date, practicum site, preceptors name, start/finish times, and Total hours.
- The school staff may contact the student at anytime and request that this form be faxed or emailed to the school.
- The **preceptor** will then record the following on this form:
  - The preceptor signs or initials the form indicating the student has completed those hours. We ask that the preceptor ensure they sign this at the end of every shift.

#### Verification of Information:

- This form will be verified by staff at the Canadian Fire Rescue College. Designated staff will ensure the following:
  - The preceptor has signed for all the dates and hours the student has completed.
  - The student has completed all the information required under Completing the Form (above).
  - The student has completed the hours required for this component of the program. (Designated staff will check for the number of hours to be completed).

### 2) Call Record

#### Completing the Documentation:

- When numbering the call record start at 1 and continue until you have a total number of emergency responses for the entire time you are in any practicum placement setting. Eg 1, 2, 3, 4, 5, 6, 7, 8 ,9 10, 11.....50, up to your total number of calls attended.
- This form serves at the primary evaluation tool to determine if the student is meeting the Proficiency requirements based on the NFPA. The preceptor uses the Proficiency Evaluation Key and Overall Call Evaluation Key to rate the student on their ability to perform the competencies listed on the Patient Record Form.
- Individual competencies must be evaluated with an “approved”, at least twice, in the practicum setting.
- The student must show consistency in completing their overall calls with a minimum score of 3 on eighty percent (or 12 calls) of the last less than 15 calls in the practicum

setting.

- The student will record the following on this form:
  - The call type
  - Call address
  - Fire Department call number
  - Unit responding on
  - General tasks/assignments completed on the call
  - The competency (skill #) the student wants to be signed off on.
  - Other information that is pertinent to identifying the competency the student wants to obtain.
- The **preceptor** will then record the following on this form:
  - Approved or not approved for each of the competencies the student performed on that patient.
  - An overall call score ranging from a low of 1 to a high of 4.
  - The preceptor then signs or initials the form, thus indicating they have evaluated the student.

### **Verification of Information:**

- This form will be verified by staff at the Canadian Fire Rescue College. Designated staff will ensure the following:
  - The preceptor has approved or not approved and signed or initialed the competencies completed by the student.
  - An overall call score was assigned and that the student has complete at least eighty percent (or 12 calls) of their last 15 calls at a score of 3 or higher.
  - The student has recorded all the information required for the competency to be signed off on the Patient Record.
  - The student was approved, at least twice, on all the practicum competencies required for their program.
  - No confidential patient information is contained on the form.
  - Designated staff will ensure they complete the date, audited by and, if required, auditors comments section of the call record.

### **3) Weekly Evaluation**

#### **Completing the Documentation:**

- This form is to be completed by the preceptor and is used to provide a general evaluation on the student's professional responsibilities, communication skills and health and safety. This form is completed at the end of each rotation.
- The preceptor must assign a score (approved or not approved) based on the Proficiency Evaluation Key) and then sign or initial the box indicating the preceptor's initials are required.
- A space is provided for a narrative of overall comments from the preceptor.

#### **Verification of Information:**

- This form will be verified by staff at the Canadian Fire Rescue College. Designated staff will ensure the following:



- The preceptor has completed all the information required.
- Designated staff will ensure they complete the date, audited by and, if required, auditors comments section of the Call Record.

#### **4) Preceptor Contact Form**

##### **Completing the Documentation:**

- The preceptor is asked to complete the preceptor information, so that we have accurate information on those professionals willing to help educate our students. This information is obtained for our records, so that we may contact the preceptor regarding the evaluation of the student.

##### **Verification of Information:**

This form will be verified by staff at the Canadian Fire Rescue College.

#### **5) Preceptor Assignment Form**

##### **Completing the Documentation:**

- The preceptor may assign a student homework based on areas where, they perceive, the student to require a stronger level of knowledge. Should homework be assigned the preceptor and student will complete a form for each occurrence.