

BRIGADE ASSESSMENT PROCESS

GENERAL

1. Within the medical community, the provision of emergency medical care is seen as a specialty that begins with treatment at the location of an incident, illness or injury, and continues to the care given at a medical facility. Members of the St. John Ambulance Brigade are a vital link in this emergency health chain. Often first on the scene, Brigade members are responsible for decisions which will affect the emergency and continuing care a patient receives.
2. The BTS has been designed to ensure that our patient care providers are qualified to provide competent patient care services as expected by the challenges of today's society. The evaluation or assessment phase of the BTS, known as the Brigade Assessment Process (BAP), enables St. John Ambulance to protect the public and the Brigade member alike by ensuring that the quality of care provided is of an appropriate standard and is suited to meet the needs of the communities in which we serve. The BAP involves the evaluation of the Brigade member's practical patient care skills and theoretical knowledge and the evaluation of Instructors, course content and instruction.
3. Knowledge required for successful completion of the BAP will be gained as Brigade members attend patient care training sessions as defined in the Brigade Training System Reference Text for Patient Care Services at the specific level.
4. The BAP is designed to measure the quality of instruction a Brigade unit provides as well as the competency of each Brigade member. The BAP addresses remedial learning needs of the individual Brigade member, and determines corrective action for Brigade units with inferior training practices.
5. Remedial learning opportunities are an integral part of adult education. By allowing the Brigade member the chance to improve on identified weaknesses in theoretical knowledge or practical skills and then be reassessed, the BAP may be used as an individual learning tool. It is this opportunity for improvement and reassessment that can help to remove many of the stress factors felt by Brigade members during their initial assessment. To assist the Brigade member in successful completion of the BAP, and the related sense of accomplishment, Training Officers and Evaluators must be sensitive to the individual learning needs of all Brigade members within their unit.
6. The Brigade Assessment Process must be completed each calendar year. Adult Brigade members affirming their patient care competency through the BAP are entitled, pending any other restrictions, to provide independent patient care

services. Those members who are unable to do so remain entitled, pending any other restrictions, to provide patient care services, but only under direct supervision.

MINIMUM REQUIREMENTS

7. As a minimum, a candidate for membership as a patient care provider must hold a valid St. John Ambulance Standard Level First Aid Certificate or equivalent (see StJCI 2-3-1). Each member who intends to provide independent patient care services must re-affirm their competency through successful completion of the BAP each calendar year.
8. Members who are unsuccessful in meeting the requirements of the BAP must maintain as a minimum St. John Ambulance Standard Level First Aid certification. They will be permitted to provide patient care services only under direct supervision, provided they successfully completed the Standard Level First Aid course and examination annually, until they have had the opportunity for remedial learning sessions and a re-assessment resulting in successful completion of the BAP.
9. Members in administrative positions in patient care service units, Officers of youth units, and Crusaders may choose to maintain a valid St. John Ambulance Standard Level First Aid Certificate through a process of annual re-examination as minimum membership qualifications. Members so choosing will be permitted to provide patient care services under direct supervision only.
10. Direct supervision means supervision by an adult member (age 18 and over) who has successfully completed the BAP within the past calendar year.

EVALUATION

11. The ongoing delivery and monitoring of the BTS will confirm that the training being given is meeting the needs of the community. The evaluation step involves both evaluation of the Brigade member and of the instruction, course content and course components.
12. Evaluation of the member and the effectiveness of training are responsibilities of the Unit Training Officer. These responsibilities are carried out by administering the skills and knowledge as listed in the Brigade Assessment Process.

ADMINISTRATION

13. All BAP materials will be produced and issued to each Council by National Headquarters on an annual basis.

14. The BAP will be administered by the Provincial/Territorial Training Officer under the authority of the Provincial/Territorial Commissioner.
15. Each Council will maintain policies and procedures with reference to the administration of the BAP which will incorporate the following:
 - a. The maximum number of assessment sessions permitted in each Brigade unit, dependent upon the human and physical resources available in each geographical region of the Council.
 - b. Identification of accredited Supervising Evaluators who will be assigned to supervise the administration and delivery of the BAP. Such Supervising Evaluators should not be from the Brigade unit being assessed.
 - c. Identification of accredited Evaluators who will be assigned to implement the BAP. Ideally, such Evaluators should not be from the Brigade unit administering the BAP. If however, due to geography or available human resources, this is not practical, the Provincial/Territorial Training Officer may, on a unit by unit basis, authorize the use of internal Evaluators.
 - d. As the BTS certificate is issued by the Council Headquarters, such Headquarters may develop and use their own internal tracking systems for this purpose. However, a copy of the Assessment Summary Report as well as the Individual Practical Assessment Report must be provided to the Brigade unit Training Officer. This will allow the Training Officer to determine the remedial needs of the individual Brigade member or reassess the delivery of the course content as may be required.