



# Head of the Class

## Community Services needs your assistance

To address ever-changing community health care needs SJA has begun to shift its core Community Services patient care training from BTS to the SJA 40-hour Medical First Responder Program. This program will provide consistent training using nationally developed and maintained curriculum.

St. John Ambulance in Ontario will address MFR implementation issues and will roll out the program geographically over the next two years. We will be looking to Branches, Administrative Centres and Community Services Units to help make this program a success. Instructors, with MFR and patient care experience, interested in volunteering time to this new initiative should contact Josephine Hall, Manager of Training at [jhall@on.sja.ca](mailto:jhall@on.sja.ca) to request an application.

Information sessions will be held shortly to introduce the new program and answer questions from the St. John Ambulance community. In the meantime, if you have any questions, please contact Brian Cole, Manager, Community Services at tel.1-800-268-7581 or by email at [bcole@on.sja.ca](mailto:bcole@on.sja.ca).

## Re-certification

Instructors are reminded that it is their responsibility to complete all re-certification requirements BEFORE the expiry of the current certification. Failure to do so may result in a request to complete full ICP training.

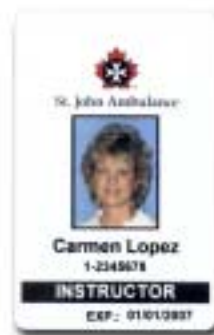
Candidates will be required to provide confirmation of training in the preceeding three year period (minimum of two full first aid/CPR classes each calendar year). Instructors who have expired cannot be authorized to deliver any St. John program until such time as certification has been reinstated. This is an insurance/liability issue. Exemptions and/or extensions cannot be authorized.

The schedule for re-certification workshops for 2005 will be circulated to all Branches and Instructors before the

end of this year. Instructors are welcome to register for workshops in any area of the province and should contact the local Branch for details.

## Photo ID

St. John Ambulance has implemented a national photo identification system. Instructors will receive photo ID on completion of certification or re-certification workshops.



ID cards are produced at the provincial office along with Instructor certificates. Candidates must provide a colour passport style photo (head and shoulders) or provide an electronic file. Contact the Branch offering Instructor programs for additional details.

## Dress Code

St. John Ambulance, Council for Ontario is pleased to announce the implementation of a minimum provincial dress code effective January 2005.

Instructors representing St. John Ambulance will wear Instructor golf shirts or Community Service uniform shirts. Instructors are not permitted to wear blue jeans in the classroom.

Local branches may have dress code requirements that exceed this standard.

Instructors should check with the local branch to ensure a complete understanding of branch requirements.





## Knowledge based assessment (written exams)

Instructors are reminded of the policy of St. John Ambulance with regard to the testing of all students. Instructors are expected to administer a written test on all certification programs (Emergency first aid or higher and level C CPR).

Where the student does not read/write English, the instructor may give the exam orally to the individual. It is recognized that this is a time consuming process and is therefore only used where required by specific circumstances.

Instructors have a responsibility to confirm the knowledge base of each candidate, and this requirement is not met by the administration of a group quiz. If you have questions with respect to this requirement or how to accommodate the needs of a particular student, please contact the Manager of Training, Council for Ontario, directly.

## Police Record Checks and Respect in the Organization

Requirements for submission of Police Record Checks (PRCs) and attendance at the *Respect in the Organization* session were implemented in Ontario in 2001. Instructors are advised that individuals who have not completed either of these requirements will not be authorized to continue teaching until all requirements have been completed.

Instructors should contact the local branch for confirmation of current records and/or details about how to fulfill requirements.

## 2004 Ontario Open First Aid Competition

The 34th Annual Ontario First Aid Competition will be held this year at the Newmarket Seniors Meeting Place, 474 Davis Drive, Newmarket, Ontario, on Saturday, November 13, 2004, commencing at 1:00 p.m.



We would like to extend an invitation to all qualified first aid instructors to consider either volunteering their time for the day to assist as judges for this special event, or perhaps even entering a team in the Instructor Award category. Interested instructors should contact Wendy Wall in the Community Services Department at St. John Council for Ontario, Tel. 1.800.268.7581, ext. 282, or by email at [wwall@on.sja.ca](mailto:wwall@on.sja.ca).

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## Communicating with you

Instructors are reminded that Branches and Council are working together to improve communication at all levels. An important part of this strategy is the ability to communicate with individuals by email. Please confirm your email address with your local branch at your earliest convenience.

Provincial training information is posted on the St. John Ambulance Intranet (located at <http://intranet.sja.ca>). This includes the current provincial training policy, current course outlines and past issues of this newsletter.

Qualified instructors who do not have access to the Intranet can send an email request to [support@sja.ca](mailto:support@sja.ca). Your request must include your name, position and Council affiliation and St. John Ambulance email address (available from the same address). Requests will receive immediate confirmation followed by an email message with login and password.

Feedback to the HEAD OF THE CLASS should be directed to:  
Manager of Training  
St. John Ambulance, Council for Ontario  
46 Wellesley Street East, Toronto ON M4Y 1G5  
or by email at [jhall@on.sja.ca](mailto:jhall@on.sja.ca)



St. John Ambulance