

Maine EMS

First Responder Integrated Practical Exam Instructor Coordinator Checklist

This Checklist has been created to assist the Instructor Coordinator in preparing for and conducting an Integrated Practical Exam at the First Responder level. Please ensure when using the form that you have the most recent version, which is published on the Maine EMS website at www.maine.gov/dps/ems

Prior to Exam

- Reserved the rooms at the IPE Site
- Ensured that students are registered with NREMT and have signed up for the Computer Based Test (CBT)

State Evaluator

- I received the *Integrated Practical Exam (IPE) Scheduling Form for First Responders or EMT-Basic* within 2 weeks after my class' add/drop deadline
- The State Evaluator for my IPE is: _____.

State Evaluator Contact Number: _____

Personnel

A key to the success of the IPE is having enough Practical Test Assistants and Programmed Patients to ensure completion of the IPE within 3 – 4 hours. You will also need a practical test assistant for each of the 6 stations and programmed patients for the bleeding, splinting, spinal and patient assessment stations. In addition, due to the additional time required to complete, two stations may need to be set up for spinal and patient assessment. With the aforementioned stations, 15 – 20 students should be able to be tested in a 3-hour period using eight Practical Test Assistants and six programmed patients. The number of Practical Test Assistants and programmed patients will fluctuate according to the number of students you are testing.

You should also have an instructor assistant/exam area coordinator to keep track of paperwork and assign students to the various stations, as you will be circulating throughout the exam and handling any issues that may arise.

- Contact Practical Test Assistants with date and time of IPE
- Confirmed who will be attending
- Complete any necessary paperwork for their payment – check with Course Sponsor
- Confirmed Instructor Assistant: _____

Practical Test Assistant and Programmed Patient Scheduling

Use the chart below to help you schedule your practical test assistants and Programmed Patients

		Station#1	Station#2	Station #3
1. CPR/AED	Practical Tester:			
2. Airway	Practical Tester:			
3. Bleeding	Practical Tester:			
	Prg. Patient:			
4. Splinting	Practical Tester:			
	Prg. Patient:			
5. Spinal Immobilization	Practical Tester:			
	Prg. Patient:			
6. Assessment	Practical Tester:			
	Prg. Patient:			

Administrative Equipment

- Practical Station Folders one for each station – including (Available on-line):
 - Practical Test Assistant instructions for the station
 - Equipment List for the station
 - National Registry Skill Sheets*:
 - CPR/AED (includes *Cardiac Arrest Management/AED* skill sheet)
 - Airway Station (includes the following skill sheets):
 - a. *Airway, Oxygen and Ventilation Skills& Upper Airway Adjuncts and Suction*
 - b. *Mouth to Mask with Supplemental Oxygen*
 - c. *Bag-Valve-Mask Apneic Patient*
 - d. *Oxygen Administration*
 - Bleeding Control (includes *Bleeding Control/Shock Management* skill sheet)
 - Splinting (includes the *Immobilization Skills – Long Bone Injury* skill sheet)
 - Spinal Immobilization (includes the *Spinal Immobilization – Supine Patient* skill sheet)
 - Patient Assessment (*Use the *Patient Assessment/Management - Trauma* skill sheet from the DOT First Responder Curriculum)
- IPE Roster (to register students)
- Rotation Cards (The cards help you keep track of who's been at what station)
- Rotation Board (Optional – A place to hang up the rotation cards to keep track of who's at what station. Small envelopes or library card pockets work great)
- Name Tags
- Pens/Pencils
- Tape
- Paper Clips
- Stapler/Staples
- Station Signs
- Maine EMS License Application Forms (completed)
- Extension Cords
- Charged Batteries for suction units and AEDs
- Oxygen tanks, full
- Tissues
- Band-aids

Station Equipment

Cardiac Rest Management/AED

- 1 Adult CPR manikin
- 1 Blanket
- Alcohol wipes
- 1 AED with batteries and rhythm generator
- Extra batteries for AED
- Individual Face Shields
- Manikin cleaning materials

Airway

- 1 Adult intubation manikin
- 1 Oral airway set (at least one airway must fit the manikin)
- 1 Nasal airway set (at least one airway must fit the manikin)
- 1 Container of water-soluble lubricant
- 1 O₂ tank, wrench and washer
- 1 O₂ regulator and connecting tube
- 1 Bag-valve-mask with reservoir
- 1 Nasal cannula
- 1 Non-rebreather mask
- 1 Battery-powered suction unit
- 1 Suction catheters; rigid and flexible
- 1 Box Gloves, assorted sizes

Bleeding

- 1 Box Gloves, assorted sizes
- 1 Pair Bandage shears
- 4 Triangular bandages
- 4 - Rolls 3 or 4 in. stretch roller bandage
- 4 - Rolls 2 in. stretch roller bandage
- 2 - Rolls 1 in. tape
- Selection of dressings (4x4's, ABD.'s, etc.)
- 1 Oxygen tank with regulator
- 1 NRB mask
- 1 Blanket

Splinting

- 2 pillows
- 4 - Triangular bandages
- 6 - 3 or 4 in. stretch roller bandage
- 2 - Short padded boards
- 2 - Long padded boards
- 2 - Ladder splints/SAM
- 4 - Towels

Splinting (cont'd from previous page)

- 2 - Blankets
- 2 - Roles 1 in. tape
- Assorted air splints
- Cardboard splints or commercial splint package (Sam Splints)
- Padding: 4x4's, Abdominal Pads, etc.

Spinal

- 1 - Standard long spinal immobilization device
- 4 - Immobilization straps and buckles (9 foot each; "spider" or "quick clip straps" may be stocked in addition to the 4 straps).
- 1 each - Hard cervical collars (S - M - L)
- 4 - Towels (regular size)
- 2 - Cotton bath blankets
- 1 - Heavy weight blanket
- 2 - Rolls 1 inch tape
- 6 - Rolls 3 or 4 inch stretch roller bandage
- 1 - Bandage shears
- 1 - Standard long spinal immobilization device

Trauma Assessment

- 3 - Hard cervical collars (S - M - L)
- Paper and pen or pencil for use by candidate to jot notes
- 2 - Heavy weight blankets (non- irritating)
- 1 - Stethoscopes
- 1 - Blood pressure cuff
- 1 - Penlight
- 1 - Non re-breather O2 mask
- 1 - Nasal cannula

Following the Exam

Licensing Paperwork

- Maine EMS license application forms (Course Completion section and Practical testing section completed)
- Maine EMS IPE Roster completed and signed

If you have any questions about your upcoming IPE, contact your assigned State Evaluator, or call Maine EMS at 207-626-3860.