

OFA 1 INSTRUCTOR COURSE INFORMATION SHEET

Course Purpose

The Occupational First Aid level 1 instructor program is an interactive 5 day program designed to provide participants with the knowledge, skills and hands-on experience in the preparation and use of lesson plans, use of media and practice of basic instructional skills to deliver the one day Occupational First Aid level 1 course.

Course Goals

- Apply adult learning theory in the development of a lesson plan
- Demonstrate a variety of instructional techniques effectively
- Conduct evaluation using a variety of assessment tools
- Plan and conduct an assigned presentation

Certification

Upon successful completion of the course objectives the candidate will be provided a letter indicating the program has been completed. Certification to Instruct will be awarded by Maple Ridge First Aid School to the instructor candidate following a satisfactory report of performance, experience and team teaching. Certification is recognized by all BCAIFATA (British Columbia Association of Independent First Aid Training Agencies) members but agencies may require co-teaching.

IMPORTANT NOTES

The applicant will be contacted by the Instructor Trainer toward the end of May. Included in the cost of the course is the instructor manual in printed form with compact disk. The course materials may be picked up once payment is made in full.

When we have received a completed and signed application and are satisfied that the prerequisites have been met, including having paid in full, we will send the applicant a letter of confirmation. The Cancellation Policy still applies if registration is within the 30 days prior to course commencement. We accept Visa and MasterCard by phone or cash, Interac in person. If paying by cheque it must be in our possession at least 4 weeks prior to course start date.

Cancellation Policy: Refund amount if cancelling is conditional upon receipt of written notification and return of course materials in new and unused condition. 30+ days prior to course commencement is 100% refund; 30 to 11 days prior is 50% refund; 10 days or less is 0% refund. Failure to achieve instructional competency at the end of the course or dismissal from the class no refund is given.

Attach a photocopy of each of the following:

- Current WCB OFA Level 2 or 3 Attendant's Certificate
- Documented proof of having audited a WCB OFA 1 course within 2 months prior to course
- Photo Identification with proof of age

1 of 4



Phone

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E-mail

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Mail

**Maple Ridge First Aid
School #2 – 20475**
Lougheed Hwy, Maple
Ridge, BC V2X 9B6

Course Dates: June 5, 6, 7, 12, 13, 14, 2009

Course Cost: \$800

Course Times: **bold dates** 6 – 10 p.m., weekends 9 a.m. to 5 p.m.

APPLICATION

Occupational First Aid Level 1 Instructor

First name	Middle initial	Last name	
Address		City	Postal Code
Phone	Date of Birth month day year		E-mail address
OFA Level 2/3 (or equivalent) Attendant's Certificate Number:			Expiry date:
Issuing Agency:			
Comments:			

As a candidate for the OFA Level 1 instructor course I certify that I:

- have a current WorkSafeBC (WCB) Level 2 or 3 certification or equivalent and have provided proof to the satisfaction of this agency
- am at least 19 years of age
- have not been convicted of a criminal offence which may make me unfit to be a first aid instructor (e.g., convictions involving violence)

In addition, I agree to:

- abide by the terms and conditions of OFA Level 2/3 certification as outlined in the OFA Reference and Training Manual and OFA Training Guide
- audit a WCB OFA Level 1 course within 2 months prior to this instructor course date. (See page 4 for an example of an Audit Requirement form)
- attend instructors' updates as required by the Board or as directed by a hiring agency
- abide by the terms and conditions of OFA instructor certification (paginated here as 3 of 4).
- maintain a record of my qualifications, certificate history, Level 1 classes taught and to produce that to a hiring agency upon request.

Applicant's Signature	Date of Signature
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Terms and Conditions of Instructor Certification

1. The first aid instructor must adhere to the principles of adult education as outlined in the “Philosophy for Teaching Occupational First Aid”. Specifically, including, but not limited to the following:
 - (a) To continue to develop our knowledge and skills in order to enhance the performance of others and ourselves
 - (b) To communicate clearly, concisely, openly and effectively
 - (c) To be fair, impartial, honest and ethical
 - (d) To recognize the rights of each individual, regardless of gender, religion, racial origin, disabilities, socio-economic status or sexual orientation
 - (e) To demonstrate a positive and enthusiastic attitude toward self and others
 - (f) To work in a safe and healthy manner modelling behaviour expected of a First Aid Attendant in industry
2. The first aid instructor must present the principles of first aid treatment and the first aid protocols as outlined in the WCB of BC’s Occupational First Aid training programs and shall not introduce personal treatments or protocols that contradict any part of the OFA training programs.
3. The first aid instructor certificate holder must not engage in inappropriate conduct, not restricted to but including:
 - (a) Conduct that may pose a risk to the health or well-being of students, workers or the public;
 - (b) Conduct that may be perceived as not respecting the rights of each individual student, regardless of gender, religion, racial origin, disabilities, socio-economic status or sexual orientation;
 - (c) Conduct that is criminal in nature and may make the instructor unfit to be a first aid instructor (e.g. charges or convictions involving bodily harm, sexual assault, other violence or invasion of any person);
 - (d) Making any material misrepresentation on the application for instructor training or on any other documentation required by the board.
4. The first aid instructor must comply with the Occupational First Aid Regulation, Policy and meet all requirements with respect to the duties and responsibilities of an Occupational First Aid Instructor. Specifically, these include, but are not limited to the following:
 - (a) Ensure a safe learning environment. This includes ensuring students maintain a level of professionalism when touching, examining or treating fellow students.
 - (b) Maintain a clean and hygienic environment, the classroom and equipment must meet the requirements listed according to Level, be organized, and be kept in a sanitary condition
5. Instructors must maintain the confidentiality of all personal information regarding individuals that they may obtain during the course of their activities to the same extent as required of the Board pursuant to Part 3 of the *Freedom of Information and Protection of Privacy Act*.

COURSE AUDIT REQUIREMENT

Date of Course: _____

Auditor (Instructor candidate): _____
print legibly

Type of Course: OFA 1

Instructor: _____
print legibly

Course Length: One day

Agency where course attended

Auditor: By signing below, you are acknowledging that you have observed the full course of instruction indicated above.

Instructor: By signing below, you acknowledge that the person indicated as Auditor attended the full course of instruction described above.

Signature of Instructor

Signature of Auditor (Instructor Candidate)

Date of signature

Date of signature

Original – Auditor
Copy – Instructor
Copy – Agency