

OFA 1 & TE 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 and the one day Transportation Endorsement 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 independent agencies but they reserve the right to require co-teaching.

IMPORTANT NOTES

Once you indicate an intention to proceed, we will email further information regarding policies with which you should be familiar such as Dispute Resolution. You will be contacted by Dean Polden, the Instructor Trainer, by e-mail a few weeks before the course starts. Included in the cost of the course is the instructor manual in printed form. The course materials may be picked up or couriered to you 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 OFA 3 certificate or equivalent.
- Level 1 certificate or equivalent with proof of having achieved a minimum of 85%
- Current Transportation Endorsement certificate or equivalent
- Photo ID with proof of age. 1 of 7



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Mail

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School #2 – 20475
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Ridge, BC V2X 9B6

Course Dates: April 23 to April 27, 2018

Course Cost: Still \$825

Course Times: 8:00 a.m. to 4:00 p.m.

APPLICATION

Occupational First Aid Level 1 and TE Instructor

First name	Middle initial	Last name	
Address		City	Postal Code
Phone	Date of Birth month day year	E-mail address	
OFA Level 3 (or equivalent) Attendant's Certificate Number: _____ Expiry date: _____			
OFA 1 or equivalent certificate number: _____		Expiry date: _____	
TE or equivalent certificate number: _____		Expiry date: _____	
List the issuing agency for each certificate.			

PREREQUISITES

As a candidate for the OFA Level 1 and TE instructor course I understand that before the course date:

- I must provide proof that I have an OFA 3 or equivalent certificate and provide proof to the satisfaction of this agency
- I am at least 19 years of age
- I have not been convicted of a criminal offence which may make me unfit to be a first aid instructor (e.g., convictions involving violence)
- I have achieved certification as a level 1 attendant or equivalent with a minimum of 85% not more than 6 months prior to the level 1 instructor course date.
- I have received the transportation endorsement not more than 6 months prior to course date
- I have completed the WSBC 70 page Jurisprudence Package. (link provided by e-mail on request)

In addition, I agree to:

- 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 5 of 7).
- maintain a current record of my qualifications, certificate history, Level 1 and TE classes taught with pass/fail ratios and to produce that to a hiring agency upon request.

Applicant's Signature	Date of Signature
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MRFAS reserves the right to cancel the course if the minimum 5 persons are not enrolled

OFA 1 INSTRUCTOR COURSE POLICIES AND INFORMATION

Expectations:

1. Previous first aid experience is a benefit but not a necessity
2. You are fluent in English
3. You are capable of multitasking

Expected Outcomes:

1. We expect you to be confident in your ability to deliver important information in a timed situation to a varied group of students as well as knowing how to instill confidence in those students who would be performing on-the-job first aid.

Quality Improvement Opportunities

One useful tool is the evaluation form that students are invited to fill out at the end of the course. If there are apparent negative comments of a consistent nature these forms can be used to trigger corrections the instructor can make in order to improve. Management will always peruse these evaluations and, by law, keep them on file for 3 years and one day.

On a pre-arranged basis, graduates are welcome to sit in on a class conducted by a seasoned instructor in order to improve delivery techniques for example.

Instructor updates are conducted usually twice annually by first aid agencies. They may involve participating in a workshop where new information is shared and practiced. Attendance to these updates is mandatory if you wish to continue instructing.

Certification Requirements

You need to educate yourself as to how long your instructor 'certificate' is valid, what other certificate you must have in order to maintain your instructor status, under what circumstances your instructor privileges may be suspended or revoked and knowing that, if requested, you need to present your instructor certificate or letter to an agency or officer of WorkSafeBC. While each agency may have various policies, one Standard which cannot change is when you are required to be monitored by a seasoned instructor. Failure to comply will usually result in having the instructor sit it out in the *penalty box* until the task is completed.

Dispute Resolution Policy

Where a dispute has arisen between a student and Maple Ridge First Aid School Limited or a student and an Instructor, the student may refer the matter to our secretary or other designated staff member, to review the complaint as long as that staff member is not directly involved in the dispute.

Procedural matters:

- The staff member will request written submissions from the parties concerned in the dispute.
- The staff member will review all relevant material and conduct necessary investigations.
- The staff member will provide a written decision with the reasons for it to the parties involved in the dispute.
- If necessary the staff member will have the discretion to engage the services of individuals whom that staff member believes have the necessary expertise to render competent advice in the matters under consideration.
- If a student is not satisfied with the decision rendered, the applicable refund policies apply.

Terms and Conditions of Instructor Certification

1. You (the first aid instructor) must conduct yourself professionally and follow the standards and protocols outlined in the OFA Reference and Training Manual, the OFA and/or equivalent Instructor Guides and the Training and Certification Standard. Specifically, including, but not limited to the following:
 - (a) To continue to develop your knowledge and skills in order to enhance the performance of others and yourself
 - (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. You must present the principles of first aid treatment and the first aid protocols as outlined in WorkSafeBC's Occupational First Aid training programs and shall not introduce personal treatments or protocols that contradict any part of the OFA training programs.
3. You 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. You 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. You must maintain the confidentiality of all personal information regarding individuals that you may obtain during the course of your activities to the same extent as required of the Board pursuant to Part 3 of the *Freedom of Information and Protection of Privacy Act*.

LEVEL 1 COURSE RESULTS

Date of Course: _____

Instructor candidate: _____
print legibly

Type of Course: OFA 1

Instructor who taught the L1: _____
print legibly

Candidate's Score: _____

Agency where course attended: _____

Signature of Instructor

Signature of Instructor Candidate

Date of signature

Date of signature

Original – Candidate
Copy – Instructor
Copy – Agency

TRANSPORTATION ENDORSEMENT COURSE RESULTS

Date of Course: _____

Instructor candidate: _____
print legibly

Type of Course: TE

Instructor who taught the TE: _____
print legibly

Candidate was successful?: _____

Agency where course attended: _____

Signature of Instructor

Signature of Instructor Candidate

Date of signature

Date of signature

Original – Candidate
Copy – Instructor
Copy – Agency