



## Circular

<b>No:</b>	108/15-16
<b>To:</b>	Lifesaving Managers and Directors, Education Managers and Directors
<b>From:</b>	Mark Fife, National Director of Lifesaving Pamela Simon, National Education Manager
<b>Subject:</b>	<b>SKILLS MAINTENANCE (PROFICIENCY) REQUIREMENTS FOR 2015/16 SEASON</b>
<b>Summary:</b>	All active lifesavers are required to complete a skills maintenance (proficiency) to demonstrate competency in the lifesaving award/s they hold and in which they wish to remain current. This Circular describes the skills maintenance requirements for the 2015/16 season.

### Introduction

Skills maintenance checks are necessary to:

- ensure ongoing competency of members in their area of training and activities
- maintain the standards of knowledge and expertise of surf life savers
- satisfy legal and statutory requirements
- reinforce and maintain our service commitment to the bathing and beach going community

A member's proficiency is valid until the **31 December each year** (any reference to this date should read *31 July* in Northern Australia approved clubs) unless stated otherwise in Surfguard or via Circular (e.g. Apply First Aid has a three year proficiency requirement). This Circular should be read in conjunction with Policy 5.4, where it is stated:

**"1.2 Members who are not proficient as at 31 December are not permitted to patrol, or compete in any SLSA competition, until they have obtained the required proficiency."**

This means that any member who is not proficient by the 31 December, or has not completed appropriate awards shall not be allowed to:

- perform patrols
- operate rescue craft or
- compete in surf life saving competitions

Skills maintenance checks may be conducted after 31 December under the requirements/approval of the local State/Branch. Any member completing their proficiency after 31 December each season shall be eligible to patrol but shall not be permitted to participate in any SLSA Championship competition until 1 July later in that year, (see SLSA Policy 5.4 for further details on competitor proficiency/patrol requirements).

When a skills maintenance check is successfully completed (or a member gains a relevant award after 30 June, in a particular year) the proficiency or qualification is current until 31 December in the following season.

The requirements in this Circular detail the minimum national requirements as ratified by the Lifesaving Management Committee. Additional requirements may be included by the State/Territory Director of Lifesaving.

### 2014/15 Skills Maintenance Review Outcomes

SLSA have recently completed a review of the skills maintenance (proficiency) process. The review covered:

- What SLSA awards should have a skills maintenance requirement?
- The frequency of skills maintenance required for each award?
- What content should be assessed in skills maintenance?
- The standards that should apply to skills maintenance for each award?
- Who can assess skills maintenance?
- How standards should be implemented?
- How skills maintenance should be administered?



A working group composed of volunteer's from a number of states met in March to address these questions. As part of the review, all members were invited to complete the Skills Maintenance Survey prior to the working group meeting.

The key outcomes from the review are listed below:

- **Authorised delegates:** For some awards, Club Executives may appoint authorised delegates to conduct skills maintenance assessments. Please ensure you are familiar with the additional information provided on the delegation process.
- **Online activities:** Some skills maintenance activities will now be conducted online, accessible via the SLS Members Portal. These activities are indicated as such on the Circular with this icon.  the questions may be completed orally. Some awards will require both a theory and practical component to be completed.
- **Suggested Scenarios for use on patrol:** SLSA have developed work cards and suggested scenarios that Assessors and authorised delegates may use to process skills maintenance checks during quieter times on routine patrol activities. The work cards are accessible via the SLS Members Portal.
- **Interstate deployment:** SLSA set the minimum standard required for skills maintenance. Members who are visiting another club and wish to patrol, or who are transferring to a new club and have already conducted their skills maintenance, are only required to bring proof of membership and proof of completion of their skills maintenance. All clubs are required to accept this evidence as having demonstrated an acceptable level of skill for active lifesaving. Clubs may give visitors and transferring members a short induction before commencing patrolling duties in a new location.
- **SurfGuard enhancements:** To make the administrative process of entering a members skills maintenance results into SurfGuard more straightforward, a number of enhancements have been made. Further information on these will be detailed in IT Circulars as these enhancements are released to the membership.

### **In-Depth Proficiencies**

If a member remains non-proficient in any award for a period of 3 continuous years or more, then they are required to either sit an in-depth proficiency, a full assessment, or be retrained in order to be considered proficient in the award. In these situations a gap analysis must be conducted to determine what differences occur between the award as it currently stands and what skill and knowledge the award consisted of at the time the member was last proficient. If the gap analysis determines there is a gap in skill and/or knowledge, the candidate may be required to undertake training and assessment in the gap(s) identified. For example – a member may have obtained their Bronze Medallion when use of an Automated External Defibrillator was not taught in the Bronze Medallion, therefore the member would have to be trained and assessed in this skill and knowledge.

### **Reaccrediting awards when members are deployed for SLS offshore**

Where SLS members are offered an opportunity to travel overseas on behalf of SLS, and as a consequence miss scheduled skills maintenance sessions, they can apply to their State Education Manager to have their skills maintenance recorded. These members will generally still be delivering SLSA awards while on assignment, and therefore maintaining the currency of the skills in these awards. SLS need to be flexible and accommodate these members who can't fulfil the requirements of the annual proficiency by virtue of them undertaking international development work, while not compromising SLS standards. Refer to Circular 79/14-15 for further information.

### **How many times does a competency need to be demonstrated in any one 12 month period?**

Each component of a required skills maintenance need only be demonstrated once in any one (12 month) season. For example, this means that a member who has successfully completed the CPR component of their ARTC need not repeat the skills maintenance check for that part of the Bronze Medallion proficiency.

The principle outlined above also applies to fitness testing. In other words, a fitness test for a higher award, such as the Gold Medallion, will be evidence that a member has passed the fitness component of the Bronze Medallion (Run/Swim/Run) proficiency.

Note that it is expected that all patrolling members maintain their minimum fitness levels for the awards that they wish to remain proficient in and a member may be requested at any time during the season to complete an additional skills maintenance check by the Club, or authorised SLS Official.



A member who fails a skills maintenance check at any time during the season is deemed to be non-proficient until such time as another skills maintenance check is completed successfully. Further, this member cannot participate in patrol activities or compete at carnivals until the skills maintenance check has been completed successfully.

### The Award Skills Maintenance Requirements for the 2015/16 Season are:

#### AQUATIC RESCUE AWARDS

##### Surf Rescue Certificate - minor changes as shaded

1. Run Swim Run (timed): 100m Run / 100m Swim / 100m Run **unaided** in 5 minutes or less.
  - The run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water
  - Aquatic course must be around two swimming buoys
  - Reasonable adjustment may be made for ocean conditions on the day. Please see the notes attached to this Circular for further detail.

2. Resuscitation (CPR):
  - Theory is online however a practical demonstration is also necessary
  - A patient assessment on a live patient and demonstration of lateral position
  - DRSABCD, CPR 1 and 2 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask.

3. Signals – Demonstrate the following 4 signals correctly as determined by the authorised person conducting the skills maintenance check:
  - Assistance required
  - Return to shore
  - Proceed further out to sea
  - Pick up patient to the left or right

4. Rescue (1 of either Board or Tube)  
Demonstrate a rescue, using either a rescue tube or a rescue board, according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training Manual. The rescue must include the following:
  - Negotiating the surf zone
  - Securing the patient
  - Returning to shore with the patient
  - Calling for assistance

The member may choose the rescue equipment and should use swim fins during the tube rescue if available.

##### Bronze Medallion – minor changes as shaded

1. Run Swim Run (timed): 200m Run / 200m Swim / 200m Run **unaided** in 8 minutes or less.
  - The run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water
  - Aquatic course must be around two swimming buoys
  - Reasonable adjustment may be made for ocean conditions on the day. Please see the notes attached to this Circular for further detail.

2. Resuscitation (CPR) with oxygen and defibrillation.
  - Theory is online however a practical demonstration is also necessary
  - A patient assessment on a live patient and demonstration of lateral position
  - DRSABCD, CPR 1 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask
  - Team CPR including DRSABCD, use of resuscitation mask with oxygen supplement and AED

3. Signals – Demonstrate the following 4 signals correctly as determined by the authorised person conducting the skills maintenance check:



- Assistance required
- Return to shore
- Proceed further out to sea
- Pick up patient to the left or right

#### 4. Rescue (1 of either Board or Tube).

Demonstrate a rescue, using either a rescue tube or a rescue board, according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training Manual. The rescue must include the following:

- Negotiating the surf zone
- Securing the patient
- Returning to shore with the patient
- Calling for assistance

The member may choose the rescue equipment and should use swim fins during the tube rescue if available.

#### 5. Radio

Theory is online however a practical demonstration is also necessary of a scenario involving equipment (without transmitting) including at least three of the following situations must be conducted for each candidate.



- Pre operation checks
- Knowledge of local operating channels and uses
- Interpatrol communications
- Sign on/sign off
- Rescue procedures and requests for assistance

### **Gold Medallion (Advanced Lifesaving) – no change**

A member must be proficient in ALL of the following awards:

- a. Bronze Medallion (and hold the Cert II in Public Safety (Aquatic Rescue))
- b. Advanced Resuscitation Techniques Certificate/Advanced Resuscitation Techniques [AID]
- c. Apply First Aid/First Aid [AID]
- d. Silver Medallion Basic Beach Management

If any of these award proficiencies lapse during the season, even after successful completion of the Gold Medallion, then the member will become non-proficient in the Gold Medallion.

#### 1. Pool Swim

The member must complete an 800 metre swim in 14 minutes or less in a swimming pool of not less than 25 metres. The pool swim must be completed before any other component of a Gold Medallion proficiency.

##### Mission Test

- The distance will be 400m swim, 800m run, 400m board paddle, and 800m run
- The time will be 25 minutes or less
- The run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water
- Aquatic course must be around two swimming buoys

#### 2. Rescue

Demonstrate a board and tube rescue according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training Manual.

- Tube Rescue: Complete a tube rescue of a patient 100 metres out to sea and return. Member should use swim fins during this rescue
- Board Rescue: Complete a board rescue of a patient 200 metres out to sea and return.

#### 3. Complex Rescue Scenario (may include one of the rescues above)

Demonstrate a complex rescue scenario as set by the delegated Assessor according to the SLSA operational procedures in the current Public Safety and Aquatic Rescue Training Manual.

The rescue must assess the following events:



- Negotiating the surf zone
- Securing the patient/s
- Returning to shore without losing the patient/s
- Calling for assistance
- Performing emergency care as required by the patient/s

### **EMERGENCY CARE AWARDS**

Awards involving resuscitation are to be assessed annually. Once proficiency is achieved, resuscitation in other award proficiencies is not required. Please note that completion of the Resuscitation skills maintenance is not sufficient to result in the renewal of a members CPR unit of competency.

#### **Resuscitation Certificate – minor changes**

Award holders must successfully complete a skills maintenance check, showing their competence in the following.

- Theory is online however a practical demonstration is also necessary
- A patient assessment on a live patient and demonstration of lateral position
- DRSABCD, CPR 1 and 2 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask.

Award holders will still need to demonstrate resuscitation skills practically as well completing the online course.

#### **Advanced Resuscitation Techniques Certificate/Advanced Resuscitation Techniques [AID] – no change**

There is a new training tool available online for members who want to refresh their knowledge of advanced resuscitation techniques. This is not a requirement of skills maintenance. Members accessing this tool will still have to complete all skills maintenance requirements as listed here.

1. Resuscitation\*
  - Theory is online however a practical demonstration is also necessary
  - A patient assessment on a live patient and demonstration of lateral position
  - DRSABCD, CPR 1 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask.
  - Team CPR including DRSABCD, use of resuscitation mask with oxygen supplement and AED.
2. Oxy Viva Operation
  - Use of air bag resuscitator on conscious/unconscious patient(s) during resuscitation scenario
3. Oropharyngeal Airways
  - Correct measurement and insertion of an Oropharyngeal Airway (on a manikin where possible).
  - Demonstrate an understanding of when and why an airway is introduced into resuscitation.
4. Suction
  - The use of hand held suction apparatus for the removal of fluids from the mouth.

\*Remember: If a member has already completed a skills maintenance that required Resuscitation to be assessed i.e. Bronze Medallion, they are considered to be proficient in that section of this award. Members still need to be assessed as competent in sections 2-4 to be deemed proficient in ARTC.

#### **Spinal Management Certificate – no change**

1. Demonstrate placing a patient on a spinal board in an aquatic environment and on land.
2. Application of cervical collar on a patient

#### **Pain Management Certificate – no change**

Proficiencies for this award will be required at a minimum every two years and in some states annually depending on state permit requirements. Independent of the frequency, items included in the proficiency will include:

- Demonstration of set up and simulated use



- Knowledge of local security and state documentation requirements

### **Silver Medallion Advanced First Aid – no change**

The skills maintenance requirement for this award is every three years; however, a member must maintain proficiency annually in the prerequisite awards of Pain Management, Spinal Management and ARTC to remain current in Silver Medallion Advanced First Aid. Every three years the Advanced First Aid component of the course will need to be completed again in full.

### **POWERCRAFT AWARDS**

Not all powercraft award holders need to demonstrate skills in a 'one off' skills maintenance check and that many may be deemed as proficient via demonstration of competency during normal operational activities. Proficiency of powercraft award holders may be able to be assessed in numerous ways such as through the use of log books and club powercraft officer recommendation.

All members must demonstrate proficiency in the pre-requisite awards associated with these awards as follows:

#### **IRB Crew**

- Proficient Bronze Medallion

#### **Silver Medallion IRB Driver**

- Proficient Bronze Medallion
- Proficient IRB Crew
- Hold a current state/territory boat license (where applicable)

#### **RWC Operator**

- Proficient Bronze Medallion
- Hold a current state/territory boat/pwc license (where applicable)
- Additional state/territory pre-requisites as required

### **IRB Crew Certificate – minor changes**

Skills maintenance in this award may be assessed by an authorised delegate. Logged hours should be included in an assessment of skills maintenance.

1. Questions on safety and the SLSA Powercraft Code of Conduct.
2. Demonstrate effective and safe crewing practice and ability including:
  - Parallel running
  - Figures eight
  - Response to signals
  - Negotiation of surf as required
  - Demonstrate patient rescue
  - Demonstrate ability to carry out a patient lift, exit, carry and lay.

### **Silver Medallion IRB Driver – minor changes**

Skills maintenance in the Silver Medallion IRB Driver award can only be assessed by an IRB Assessor. Logged hours should be included in making assessment decisions.

1. Questions on safety and the SLSA Powercraft Code of Conduct.
2. Demonstrate the ability to apply safe driving practice including but not limited to:
  - Parallel running
  - Figures eight
  - Response to signals
  - Negotiation of surf as required
  - Demonstrate ability to conduct a patient rescue
  - Demonstrate ability to carry out a patient lift, exit, carry and lay.



## **Specialist Powercraft Awards (JRB/ORB) and RWC Operator – minor changes**

Skills maintenance for specialist groups shall be determined by the individual group and as approved by the relevant State Director of Lifesaving. Skills maintenance may be assessed during normal operational activities.

### **ATV Awards – no change**

It is no longer a national requirement to undertake an annual ATV proficiency. Instead a members driving license must be checked each year for currency. Each State/Territory can manage this process in whatever way they see fit.

A member who loses their driver's license (whether through cancellation or suspension) must not be driving the ATV.

## **BEACH MANAGEMENT AWARDS**

### **Silver Medallion Patrol Captain OR Silver Medallion Basic Beach Management – no change**

Proficiency is required in the prerequisites for these awards to remain current.



SLSA recommend that all current Patrol Captain's undertake the online course 'Introduction to Search and Rescue' as part of their skills maintenance. This short online course has been developed to provide access to the theory content of the Silver Medallion Aquatic Rescue, and is most relevant to Patrol Captains. It is available in the SLSA eLearning platform.

## **RADIO AWARDS**



### **Radio Operators Certificate – minor changes as noted**

For those who hold the stand alone Radio Operators Certificate (i.e. who do not have their BM), theory is online however a practical demonstration is also necessary of a scenario involving equipment (without transmitting) including at least three of the following situations must be conducted for each candidate.

- Pre operation checks
- Knowledge of local operating channels and uses
- Interpatrol communications
- Sign on/sign off
- Rescue procedures and requests for assistance

For those who use this award as part of their operation within a SurfCom, additional assessment may be included at a local level.

## **TRAINING AND ASSESSING AWARDS – no change**

### **Training Officer**

Be currently endorsed as per State/Territory requirements. Endorsement is dependent on the Trainer remaining current in the award/s they are training AND current in training and assessment.

### **Assessor**

Be currently endorsed as per State/Territory requirements. Endorsement is dependent on the Assessor remaining current in the award/s they are assessing AND current in training and assessment.

### **Facilitator**

Be currently endorsed as per State/Territory requirements. Endorsement is dependent on the Facilitator remaining current in the award/s they are Facilitating AND current in training and assessment.