Introduction
This Self-Study package is designed to help you acquire the skills and knowledge required to teach Red Cross First Aid and/or CPR courses. You are able to complete a Self-Study package if you are one of the following:

- Proof of current First Aid Instructor certification with another recognized national agency including the American Red Cross
- Or CPR Instructor certification with another recognized national agency
- Or Current Red Cross WSI certification plus SFA with CPR-HCP
- Or be a teacher with an Education degree and teaching experience, together with current SFA CPR-HCP

Canadian Red Cross CPR Instructor candidates do not need to complete questions marked with (*). After completing the Self-Study package you will complete a 1-day course to complete your transfer.

Length of course 6.8 – 8.5 hours (times do not include skills testing)

There are three steps to completing the Self-Study package:

1) Familiarize yourself with the resources outlined below.
2) Complete the written knowledge evaluation (must receive a mark of 80%).
3) Prepare a lesson plan on a topic of your choice from within one of the courses you are able to teach (outlined below). See information about lesson planning on page 55 of the First Aid & CPR Instructor Manual. Bring the lesson plan to your class session.

Manuals
You must read and understand two manuals: First Aid & CPR Manual (for FAI candidates) or CPR/AED Manual (for CPRI candidates) AND First Aid & CPR Instructor Manual) and one document (Canadian Red Cross First Aid Program Standards) which are critical to your role as a Red Cross First Aid or CPR Instructor.

1a) First Aid & CPR Manual: This provides you with the standards of skill performance and is the reference manual for all Red Cross First Aid programs you will be teaching. There are 14 Chapters in this manual. Emergency First Aid (EFA) consists of Chapters 1-8. Standard First Aid (SFA) consists of the entire manual. Chapter 14 is required if teaching CPR to healthcare providers. Preventing Disease Transmission is a stand alone non-certification course which uses information from Chapter 2 of this manual.

1b) CPR/AED Manual: This provides you with the standards of skill performance and is the reference manual for all Red Cross CPR programs you will be teaching. This manual is used for
all stand-alone Red Cross CPR courses (Levels A, C, and HCP). Pages 28-32 are required if teaching CPR to healthcare providers.

2) **First Aid & CPR Instructor Manual**: This contains the following:
   - General information on How People Learn and Instructional Techniques
   - Red Cross philosophy and policies regarding teaching and evaluating courses
   - The roles and responsibilities of the Canadian Red Cross and of Red Cross First Aid Instructors
   - Course set-up with sample core plans for EFA, SFA, Emergency and Standard Child Care First Aid, Marine Basic First Aid, and CPR
   - A chapter by chapter guide with respect to teaching first aid courses using the *First Aid & CPR Manual*.  
   **Note**: The *First Aid & CPR Instructor Manual* is to be used as a supplement to the *First Aid & CPR Manual* or *CPR/AED Manual*.

The *First Aid & CPR Instructor Manual* is divided into four main sections:

**Introduction**: manual format, instructor resources available

**Part I**: Information for the First Aid Instructor

**Part II**: Specific Course Content – information on teaching the First Aid and/or CPR course (CPRI candidates are only required to review chapters related to CPR/AED courses)

**Part III**: Additional Instructor Notes – notes on teaching Child Care First Aid & CPR, Child and Youth Protection, and Marine First Aid & CPR (CPRI candidates are not required to review this section)

In addition to the manual, there is Instructor Support tools on the Red Cross Instructor Network and a multi-media presentation, which are both to be used as a required part of all First Aid & CPR courses, in order to meet the course standards, the Instructor manual outlines the content of each resource.

3) **Canadian Red Cross National First Aid Program Standards**

This document includes course standards for all courses you will be able to teach, as well as information on Instructor certification, recertification, Instructor roles and responsibilities, Healthy Teaching Practises and goals of the Red Cross First Aid Program.

**Courses**

As a Red Cross First Aid Instructor you will be certified to deliver the following courses:

- CPR/AED
- Emergency First Aid & CPR
- Standard Child Care First Aid & CPR
- Emergency Child Care First Aid & CPR
- Standard First Aid & CPR
- Marine Basic First Aid & CPR
- Preventing Disease Transmission
Note: As a First Aid Instructor you will be able to teach Child Care First Aid, but will require the participant level manual (Child Care First Aid & CPR Manual). If you are interested in purchasing the participant materials please contact your Zone Contact Centre.
As a Red Cross CPR Instructor you will be certified to deliver all CPR/AED courses.
First Aid & CPR Instructor Transfer Self-Study Guide

Please ensure you complete all sections of the written knowledge evaluation.

Canadian Red Cross CPR Instructor candidates do not need to complete questions marked with (*).

Section A: The Red Cross

1. Write down two non-certification courses in the Red Cross First Aid program.
   a. 
   b. 

2. What are the three international symbols of the Red Cross movement?
   a. 
   b. 
   c. 

3. What year was the 3rd symbol adopted?

4. The Battle of ______________ occurred in Italy in the year of ______________.

5. The International Red Cross was founded by ______________.

6. What prize did the founder of the Red Cross receive in 1901?

7. The Red Cross was brought to Canada in __________ by ____________________.
8. The 7 Fundamental Principles are:
   a. H
   b. I
   c. N
   d. I
   e. V
   f. U
   g. U

9. What are the 5 main program areas of the Canadian Red Cross?
   a.
   b.
   c.
   d.
   e.

10. What is the Canadian Red Cross Mission Statement?

Section B: Canadian Red Cross First Aid Program Standards

1. What is the minimum length of time for a Standard First Aid & CPR course? *

2. What is the minimum length of time for an Emergency First Aid & CPR course? *
3. What is the Instructor to participant ratio in a CPR or Standard First Aid & CPR course? What condition is put upon this ratio?

4. Write down the pass mark on a CPR or Standard First Aid & CPR course knowledge evaluation.
   Pass mark = ______ %

5. What are the recertification requirements for a First Aid or CPR Instructor?

6. How do you recertify an Emergency First Aid & CPR participant? *

7. When is full AED content to be taught in a course?

8. What is the definition of a Healthcare Provider?

9. On what page of the Program Standards can you find information regarding quality assurance of Red Cross First Aid programs?

10. What is the procedure for cleaning mannequins and equipment after each class?
Section C: Instructional Techniques

1. Write down six items that you would consider mandatory when setting up a First Aid and/or CPR course. Three for the Instructor and three for the participants.

   a. 
   b. 
   c. 
   d. 
   e. 
   f. 

2. When teaching a lesson, it is very important to appeal to the 4 types of learners. These are:

   a. 
   b. 
   c. 
   d. 

3. List 5 characteristics of adult learners.

   a. 
   b. 
   c. 
   d. 
   e. 
4. List 6 instructional techniques that can effectively be used in the First Aid or CPR classroom.

a. 

b. 

c. 

d. 

e. 

f. 

5. When answering questions from participants, it is important to:

a) use a random pattern of questions 

b) make sure you understand the question 

c) answer simply, with only enough information to answer the question 

d) all of the above 

6. Practise sessions can be used as:

a) warm-up or main activities 

b) time for the Instructor to get some work done 

c) an opportunity for feedback 

d) both a and c
7. List one advantage and one disadvantage of the following visual aids.

<table>
<thead>
<tr>
<th>Visual Aid</th>
<th>Advantage</th>
<th>Disadvantage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flip chart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dry erase board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PowerPoint presentation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. When adapting your course to meet the needs of your participants, it very important to keep in all ________________.

9. Canadian Red Cross First Aid and CPR courses tend to focus on ________________, as opposed to teacher-centred techniques.

10. When considering using an instructional technique, which of the following is NOT a question to ask yourself?
    
    a) Do I have the appropriate equipment?
    b) Does it meet the needs of my participants?
    c) Will the participants gain from this technique?
    d) Can I use this technique without putting too much effort into it?

**Section D: Assessment & Evaluation**

1. What is the difference between assessment and evaluation?
2. Where can knowledge evaluations and answer keys be found?

3. The way you run evaluations will depend on:
   
   a) the participants
   b) the legislation in your area
   c) how many pencils or pens are available
   d) both a and c

4. To be certified, participants must meet all the _____________ and ______________ requirements before the end of the course.

5. Which of the 4Ds will allow participants to think about what they have just learned and give them time to reflect, leading to an improvement in skill and knowledge?

6. When should participants be made aware of how they are being evaluated?

7. When should major errors be corrected?

8. The skills that must be demonstrated can be found where?

9. Is a written knowledge evaluation mandatory in a First Aid and/or CPR course? Why or why not?

10. On what page of the Instructor manual does it explain the breakdown of the various knowledge evaluations and which evaluations are used with each course?
Section E: First Aid & CPR Course Content

1. How many chapters are there in the First Aid & CPR manual? *

2. What chapters are included in the Emergency First Aid course? *

3. The following four conditions must be present for a disease to be transmitted to or from someone:
   a. 
   b. 
   c. 
   d. 

4. When and how is the deadly bleeding check done?.

5. What are the 3 main steps to take in any emergency?
   a. 
   b. 
   c. 

6. When doing a secondary survey, what part of the body is checked last? *
7. Which of the following common, and life-threatening emergencies, which occurs in almost all First Aid situations, should be included during scenarios and when teaching about other First Aid topics?

   a) Snake bites
   b) Shock
   c) Asthma
   d) Cardiac Arrest

8. Talking about changes in pulse as a sign of an injury or illness should only be included in which CPR level?

Section F: Canadian Red Cross First Aid & CPR Skills

1. What are the 4Ds when teaching skills?

2. List the skills included in a Level HCP CPR, which are not included in the other CPR levels.

3. What is the difference in the age of a child between CPR-HCP and the other levels of CPR?

4. How many people are required to perform CPR using a Bag Valve Mask (BVM)?
5. Part of the treatment for someone who you suspect has had a stroke, is to roll them with their ________________ side up.

6. What is the Red Cross policy on an instructor teaching content that goes beyond the scope of the curriculum as mandated by Red Cross?

7. The Media Presentation DVD is used to:
   a) take up time in the class
   b) appeal to visual and auditory learners
   c) ensure quality and consistency in skills across the country
   d) both b and c

8. Where can sample lesson plans and skills checklists be found?

9. Teaching how to assist with epinephrine auto-injectors and metered dose inhalers (asthma inhalers) is a required part of the First Aid course. *
   a) True
   b) False

**Section G: Child Care First Aid & CPR**
* (CPRI candidates do not need to complete this section)

1. What chapter of the Child Care First Aid & CPR Manual is not covered at all in the Emergency Child Care First Aid & CPR course?
2. As a Child Care First Aid & CPR Instructor, it is very important to be aware of the various _______ in the area where you are teaching.

3. Which Chapter is in the First Aid & CPR manual, but not in the Child Care First Aid & CPR Manual? Why is it not there?

4. List four topics that are found in chapters 1-6 of the First Aid & CPR Manual, that do not need to be taught in the Child Care First Aid & CPR course.

5. The number one reason children’s hearts stop is because ____________.

6. You must teach some adult First Aid & CPR skills in the Child Care First Aid & CPR course, because some children in child care settings are over the age of 8.

   a) True
   b) False

7. What two breathing emergencies are included in chapter 6 of the Child Care First Aid & CPR Manual, but are not in the First Aid & CPR Manual?

8. What level of CPR is included with a Standard Child Care First Aid & CPR course?
9. Teaching about child and youth protection is an important part of the Child Care First Aid & CPR course?
   a) True
   b) False

10. If you, as an Instructor suspect a child is being abused, you should:
   a) keep quiet so nobody gets in trouble
   b) follow the DARE procedure
   c) confront the person who you believe is the abuser
   d) go talk to a friend about it, to help you decide what to do

Note: To learn more information about Child and Youth Protection, see the addendum in the First Aid & CPR Instructor Manual or visit the RespectED link at www.redcross.ca to register for online training.

**Section H: Marine Basic First Aid & CPR**
* (CPRI candidates do not need to complete this section)

1. Marine Basic First Aid is the similar to a(n) ____________________________ course.

2. What special equipment is required in order to teach a Marine Basic First Aid & CPR Course?

3. Marine First Aid legislation can be found on what Web site?

4. What is the maximum teaching ratio for teaching a Marine First Aid course?

5. Approximately how much time must be added on to a Standard First Aid & CPR course, to cover the extra Marine Basic First Aid content?
6. What level of CPR is included with a Marine First Aid & CPR course?

7. Where can Media Presentation slides for the Marine based content be found?