

1. Course Title: Elementary First Aid

2. Scope With reference to convention Imo Model Course: This training is intended to meet the requirements set out in Table A-VI/1-3 of the STCW Code for training in elementary first aid. The training forms part of the requirements for Basic Safety Training for seafarers employed or engaged in any capacity on board ship on the business of that ship as part of the ship's complement with designated safety or pollution prevention duties in the operation of the ship. The training must be undertaken before new entrants are assigned to any such shipboard duties.

3. Objective:

The objective of the training is to give all persons intending to go to sea, a basic knowledge of the immediate action to be taken upon encountering an accident or other medical emergency aboard ship

1. This module will provide sufficient knowledge and training for a person intending to go to sea, a basic knowledge of the immediate action to be taken upon encountering an accident or other medical emergency aboard ship.
2. On successful completion of this module, the trainee should be able to:
 - a. Assess the needs of casualties and threats to own safety
 - b. Understand the human body structure and functions
 - c. Act immediately and appropriately in case of an accident or illness likely to occur onboard ship until the arrival of designated medical care.

4. Course Outline Shore base & On board Training:

Subject Area		Hours	
		<u>Lectures</u>	<u>Practical</u>
1.	Body Structure and functions	1.5	0.75
	1.1 Body Structure		
	1.2 Body Functions		
2.	Examination of Patients and Own Safety	1.0	0.5
	2.1 Medical Emergency		
	2.2 Own Safety		
3.	Burns, Scalds, Electric Shock and Effects of Heat and Cold	1.5	1.5
	3.1 Burns and Scalds		
	3.2 Accidents caused by Electricity		
	3.3 Effects of Cold and Heat		
4.	Position Casualty, Control Bleeding and Resuscitation	2.25	2.25
	4.1 Positioning of Casualty		
	4.2 Unconscious Casualty		
	4.3 Resuscitation		
	4.4 Bleeding		
5.	Shock Management	0.75	0.75
	5.1 Shock		
	5.2 Management of Shock		
6.	Rescue and Transportation of Casualty 6.1 Rescue and Transportation Aids 6.2 Transport a Casualty	0.75	0.75
7	First Aid Kit and Bandaging	0.75	1.5
	7.1 First Aid Kit		

	7.2 Bandaging		
8	Assessment	0.75	
	SUBTOTALS	9.25	8.75
	TOTAL	18.0	

5. Competence Standard/Course Syllabus Checked with up-to-date STCW/IMO Model Course:

	Learning Objectives	Hours
1	Body Structure and Functions	2.25
1.1	Body Structure .1 Describes body structure in terms of: <ul style="list-style-type: none"> - skeleton - joints, muscles and tendons - major organs (brain, heart, lung etc.) - circulatory systems 	1.5
2	Examination of Patients and Own Safety	1.5
2.1	Medical Emergency .1 Lists emergencies requiring immediate medical attention e.g. bleeding, unconsciousness, concussion, shock, burn, fracture etc. .2 States that casualties need first-aid before professional medical help is available .3 States the content of an emergency checklist as: <ul style="list-style-type: none"> - assessment of the accident situation - assessment of own safety - respiratory arrest - cardiac arrest - severe bleeding - rescue of casualty - notification of emergency 	0.75
2.2	Own Safety .1 Explains the need for own safety in giving first-aid to a casualty including getting injured or contracting diseases .2 Recognizes the dangers from blood and other excretions from persons suffering from infectious diseases particularly hepatitis and from HIV positive persons .3 Describes all precautions necessary for self protection when dealing with persons with infectious diseases and disposing blood and other excretions in such cases	0.75
3	Burns, Scalds, Electric Shock and Effects of Heat and Cold	3.0
3.1	Burns and Scalds .1 Recognizes the signs of burns and scalds .2 Applies the appropriate measures for burns and scalds – cooling of the area as quickly as possible .3 Applies the appropriate measures for chemical burns: <ul style="list-style-type: none"> - removal of clothes - rinsing with ample water .4 applies the appropriate measures for chemical burns of eyes: <ul style="list-style-type: none"> - rinsing of eyes with ample water 	1.5
3.2	Accidents caused by Electricity .1 Recognizes the signs of accidents caused by electric current .2 Applies the appropriate measures for accidents caused by electric current: <ul style="list-style-type: none"> - noting hazards for rescuers 	0.75

	<ul style="list-style-type: none"> - isolation of the casualty - protection from collapse - control of vital functions 	
3.3	Effects of Cold and Heat .1 Recognizes the signs of: <ul style="list-style-type: none"> - heatstroke - hypothermia - frostbite .2 Describes the appropriate measures for a heat affected person: <ul style="list-style-type: none"> - positioning in the shade - providing enough fluid - careful cooling of the body .3 Identifies the difference between hypothermia and frostbite .4 Applies the correct first aid procedures for cold affected person: <ul style="list-style-type: none"> - rearming - attention to possible tissue damage 	0.75
4	Position Casualty, Control Bleeding and Resuscitation	4.5
4.1	Positioning of Casualty .1 Describes appropriate procedures for positioning a casualty in an emergency, in particular <ul style="list-style-type: none"> - the recovery position - the resuscitation position .2 Demonstrates the appropriate procedures for positioning casualties	1.5
4.2	Unconscious Casualty .1 Recognizes the signs and hazards of unconsciousness .2 Applies appropriate measures including: <ul style="list-style-type: none"> - keeping air passages clear - positioning of an unconscious casualty - actions in case of respiratory or cardiac arrest - no food, liquid or other substances by mouth 	0.75
4.3	Resuscitation .1 Recognizes the necessity of immediate resuscitation in appropriate emergency situations .2 Applies resuscitation procedures alone and with the assistance of a further person for a minimum period of ten minutes including: <ul style="list-style-type: none"> - control of respiration - function of reclined position of head - mouth-to-mouth respiration - mouth-to-nose respiration - cardiac arrest .3 States the method and limiting factors of <ul style="list-style-type: none"> - cardiac massage - cardiopulmonary resuscitation (CPR) 	
4.4	Bleeding .1 Recognizes the hazards of bleeding .2 Applies appropriate basic measures to limit bleeding, especially dealing with: <ul style="list-style-type: none"> - internal/external bleeding - shock - application external pad and pressure - application and dangers of tourniquet 	0.75

5	Shock Management	1.5
5.1	Shock .1 States the main factors causing shock .2 Recognizes the signs of shock as: <ul style="list-style-type: none"> - colour of face - rate and character of pulse 	0.25
5.2	Management of Shock .1 Applies the appropriate measures of basic shock management .2 States the essential measures of shock management as: <ul style="list-style-type: none"> - stopping of bleeding - protection from cooling - early intake of ample fluids if the patient is conscious - positioning of the patient - no smoking - no alcohol - no active rearming 	0.5
6	Rescue and Transportation of Casualty	2.25
6.1	Rescue and Transportation Aids .1 Identifies and uses: <ul style="list-style-type: none"> - temporary ad hoc aids for transport - stretcher transport - transport with a triangular cloth 	0.25
6.2	Transport a Casualty .1 Applies appropriate transportation alone and with the assistance of a further person, taking into account the confined spaces and varying heights onboard .2 Recognizes the hazards of transporting a patient with injury of pelvis and/or spine .3 Demonstrates the correct procedures for transport of casualties with injury of pelvis and/or spine	
7	First Aid Kit and Bandaging	2.25
7.1	First Aid Kit .1 Describes and lists the contents of the first aid kit required by national regulations .2 Uses the contents of the first aid box in appropriate medical situations	
7.2	Bandaging .1 Improvises bandaging by means available .2 Uses bandaging materials in the .3 Demonstrates the correct use of bandages	1.5
8	Assessment	0.75

6. Entry Standard, Selection Criteria of Students:

Passed Secondary School Certificate

Age limits: 16-20 years.

Good health condition to be certified by a qualified doctor.

7. Intake limitation, with specific mention Instructor-student ratio:

For practical exercises student/teacher ratio should not exceed 10:1

8. Qualification and experience of instructors:

All training and instruction should be given, and assessments carried out, by personnel qualified to give instruction in first aid e.g. a medical practitioner, a staff nurse or a person who has obtained certificates in medical first aid and

medical care aboard ship or equivalents acceptable to the Department of Shipping. All staff must understand the specific objectives of the triaging and be familiar with the operational environment in merchant vessels.

9. Qualification and experience of assessors: For practical exercises, there should be a minimum of two suitably qualified staff available. The person conducting the practical training must be in possession of a recognized First Aid qualification. The person conducting the practical training should also be in possession of a recognized life saving qualification.

10. Details Facilities & Equipment, materials and resources available for the training; Visual aids lecture Notes, Library facilities, Rental documents, Workshops Training Equipment: Navigational, Engineering, Communication, Seamanship etc:

The training is organized so that, by demonstration, trainees are able to show that they meet the requirements of column 2 of Table A-VI/1-3 in accordance with the methods for demonstrating competence shown in column 3 of that table and the criteria for evaluating competence in column 4.

A variety of sources of evidence are used which include evidence of candidates' ability, under realistic conditions, to act immediately in case of an accident.

Short answer, multiple choice, fill in the blanks and true/false type questions in a written test are used for assessment.

11. Conduct of Training with number of classroom lectures, practical work use of simulator, video etc:

Period → Day ↓	0900-0945	0945-1030	1030-1115	1115-1145	1145-1230	1230-1315	1315-1400	1400-1500	1500-1545	1545-1630
1 st Day	General Principles (FR)		Positioning of Casualty	Tea Break	Burns and Scalds, and Accidents Caused by Electricity (MI)			Launch Break	The Unconscious Casualty (JH)	
2 nd Day	Body Structure and Functions (MI)				Rescue and Transport of Casualty (FR)				Bleeding (JH)	
3 rd Day	Resuscitation (MI)		Other Topics (JH)		Other Topics (JH)	Management of Shock (FR)			Assessment	

Legend:

1. FR=Dr. Sumi Das
2. JH= Jakir Hossain
3. MI=Capt. Matiu Islam

12. Total duration of Training; Duration of Practical's:

Theory- 8.5 hrs.

Practical- 8.75 hrs.

Assessment- 0.75 hrs.

13. Assessment procedure, whether independent of instruction or continuous performance evaluation:

The training is organized so that, by demonstration, trainees are able to show that they meet the requirements of column 2 of Table A-VI-2 in accordance with the methods for demonstrating competence shown in column 3 of that table and the criteria for evaluating competence in column 4.

A variety of sources of evidence are used which include evidence of candidates' ability, under realistic conditions, to take precautions against immediate threats to life in the event of having to abandon ship.

Short answer, multiple choices, fills in the blanks and true/false type questions in a written test are used for assessment. Practical assessment includes direct observation, oral questioning, simulation and role-play.

14. Formats of certificate to be issued with correct reference to STCW and reference to approval and authorization by the Department of Shipping and contact point of the issuing institution for verifying authenticity:



15. Maintenance of records in Data-base for facilitation of checking including assessments:

NMI will maintain a data-base of all the students who have completed the course. The following records for each individual will be kept so as to ensure that the certificate is issued to a candidate who have met the requirements as laid down by the governing authority regarding issuance of a certificate on Bridge Resource Management.

- Application form
- Assessment papers after completion of course

- Attendance Sheet
- Attested Xerox copy of the issued certificates & licenses
- A registered data-base in hard copy and soft form

16. Internal Quality Standard System if any. Students Impressions, past results:


The institute maintains quality standard system ISO 9001:2008, Certified by DNV GL

17. Course notice served, course conducted as per course notice, progression report served:

Will be complied as per DOS Instruction.

18. Attendance of Students and Instructors:

Students and Instructor attendance sheet attached.



Annex- 03

NATIONAL MARITIME INSTITUTE

TRAINING RECORD

Instructor:

Venue:

Subject:

Brief description on training material:

Attendance:

Name & rank	Sign	Name & rank	Sign	Name & rank	Sign

Signature
Management Representative

Signature
Principal

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Prepared by:
MR

Reviewed by:
PRICIPAL

Approved by:
DG(DOS)

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