



National Ski Patrol

Outdoor Emergency Care
Module of Senior Program
(OEC-MSP)

Senior Training Coordinator Guidelines

MISSION STATEMENT	4
INTRODUCTION	4
GOAL	4
PROGRAM OVERVIEW...	4
Organization	5
References	5
Required Forms	5
Responsibilities	6
PROCESS	6
Organizing the Training Program	6
TRAINING SESSIONS	7
CANDIDATE PREPARATION AND TRAINING	8
EVALUATION	10
General Requirements	10
Candidate Team Format	11
Location, Setting and Equipment	11
Selecting Patients and Bystanders	12
Selecting Assigned Evaluators and Trainer Evaluators	12
Station Managers/Coordinators	13
Selecting, Using and Setting Up Practical Scenarios	13
Evaluation Scenarios and Rounds	14
Evaluation and Using the Scorecard	14
Arbitration and Problem Resolution	15
Program Evaluation	16

Final Evaluation Completion	16
PAPERWORK REQUIREMENTS	16
Candidate Paperwork	16
Evaluation Paperwork	17
APPENDIX A – NATIONAL OEC-MSP PROGRAMS.....	19
APPENDIX B – OEC-MSP EVALUATION APPLICATION.....	20
APPENDIX C – OEC-MSP CANDIDATE FORMS.....	21
Senior Candidate Application.....	22
OEC-MSP Candidate Checklist.....	23
Basic Completion Log for OEC Basic Skills Performance Check-off.....	24
Scenario Scoring Matrix	25
Written Scenario Worksheet.....	27
APPENDIX D – EXAMPLE EVALUATION SET UP AND MATRICES	29
APPENDIX E – OEC-MSP SCENARIO EVALUATION CARD.....	32
APPENDIX F – PROGRAM EVALUATION FORM.....	33
APPENDIX G – COMPLETION FORMS REQUIRED.....	35
OEC -MSP Final Evaluation Record.....	36
Division QA Form	37

MISSION STATEMENT

The OEC-MSP component is a national education program that encourages members to participate in field relevant exercises to help them develop skills in decision making, problem management, and leadership as it relates to the treatment of patients.

In addition, the practical exercises that are conducted enhance the ability of the patrollers to handle serious patients in an austere environment.

INTRODUCTION

PURPOSE:

This guide has been prepared to assist Region OEC Administrators (ROA) and Senior Training Coordinators (STC) in conducting OEC-MSP Programs within their respective regions. These positions are defined under the Responsibilities section.

GOAL:

The OEC-MSP has been established to expand and improve the knowledge and skills of NSP members relating to handling complex situations involving decision making, problem management, and leadership. This program is designed for Patrollers, Alpine Patrollers, and Nordic Patrollers (variations in requirements are noted). The program also prepares patrollers for leadership roles within the NSP.

PROGRAM OVERVIEW

1. The OEC-MSP is a national training program; the National Board retains control over Senior Program policies and guidelines. The established program outline and policies must be followed without local modification. The program maintains consistency and quality assurance across the NSP. The goal of the program is to maintain the same consistency and quality for all OEC-MSP candidates throughout the NSP. The OEC-MSP is supervised by each Division's OEC Supervisor. (See Appendix A for a summary of the training and evaluation.)
2. The OEC-MSP is a three (3) part program: Commitment, Training, and Evaluation.
This program represents a significant commitment on the part of all Candidates and OEC Trainer/Evaluators in the senior program.
 - ❑ The Commitment: OEC-MSP Candidates are required to obtain a copy of the current edition of the Ski Patroller's Manual, the current Outdoor Emergency Care textbook, and make a serious commitment to the program in the fall or at the latest early in the season. By the end of December, or earlier if required by the region, candidate applications should be approved by their respective Patrol Director/NSP Rep. and should be forwarded to their Region STC.
 - ❑ The Training: OEC-MSP training is designed to be conducted at the region, section or patrol level under the direction of the Senior Training Coordinator and conducted by the OEC-MSP STC.
 - ❑ The Evaluation: OEC-MSP Candidates must attend and satisfactorily complete a formal evaluation, which serves as the final evaluation and validation step in the OEC-MSP.

ORGANIZATION:

For any issues involving the OEC-MSP, the STC interfaces with their Region OEC Administrator (ROA) or designee, who then reports to the Division OEC Supervisor.

REFERENCES:

Outdoor Emergency Care Manual, Fifth Edition, Brady/Pearson
Ski Patroller's Manual
National Ski Patrol Policy and Procedures
Instructors Manual for Outdoor Emergency Care

REQUIRED FORMS:

Application to Conduct an OEC-MSP Evaluation (Appendix B)
OEC-MSP Candidate Forms (Appendix C)
Program Evaluation Form (Appendix F) OEC-MSP Final Evaluation Record (Appendix G)
OEC-MSP Final Evaluation Form (Appendix G)
Division QA Form (Appendix G)

RESPONSIBILITIES:

For purposes of this document, the positions listed below are job responsibilities and can be assumed by one or more individuals or combined as determined by the needs of the Division.

Senior Training Coordinator for the OEC–MSP (STC): The STC works under the guidance of the region’s ROA and the Division OEC Supervisor or designee assigned to that area. This individual is appointed by the Division OEC Supervisor after consulting with the region’s RD and ROA. It is the responsibility of the STC to manage the program for the region. This includes planning and scheduling the training sessions and final evaluations, calibration of the T/Es each season or prior to clinics, coordination with the region staff as well as the Division OEC Supervisor/Designee, executing the program, completing all documentation requirements and ensuring the program meets the requirements of the National standards.

Trainer/Evaluator: T/Es serve dual roles; during training sessions their role is one as a Trainer for the candidates where they review the scenario results with the candidates and provide constructive feedback on execution issues. When performing the formal evaluation, the trainers become evaluators and evaluate the capability of the candidate to meet the standards defined by the National Ski Patrol to meet senior status. T/Es must have passed the OEC-MSP and be an OEC instructor in good standing.

Division OEC Supervisor/Designee: The representative provides evaluation quality control by reviewing the evaluation plan created by the STC prior to the evaluation and attending the evaluation to ensure that it meets the standards of the Division and the National Ski Patrol. This individual is also a key participant along with the STC in resolving pass/fail issues.

Candidate for the OEC-MSP: The candidates must meet the requirements stated in the Ski Patroller’s Manual. In order to be an effective candidate they must have strong medical skills; the stronger the skills the more likely that they will be successful in the program. Although first aid isn’t the final determination that the candidate is senior material, it is the application of those skills as they apply to the scenario that enables the decision-making, leadership and the problem management skills necessary to complete the evaluation successfully.

I. PROCESS

ROAs and STCs, with the cooperation of the region’s Patrol Directors/NSP Representatives need to establish a training plan and final evaluation schedule for the senior program early in the season. Training schedules must be established and made known early so as to be accessible and convenient for interested patrollers.

A. Organizing the Training Program

1. The STC must complete an Application to Conduct an OEC-MSP Evaluation and return it to the appropriate Division OEC Supervisor or designee at least eight weeks prior to the final evaluation, or no later than January 15th of each year. A reproducible copy of the Application to Conduct an OEC–MSP Evaluation is found in Appendix B.
2. Upon approval of the application by the Division OEC Supervisor, the STC must electronically register and secure the course number for the OEC–MSP events through the national office.
3. The training schedule should be developed early and coordinated so as to minimize conflicts with other region or division activities. It should be published prior to the Fall Refreshers. This will assist candidates

in making a commitment to the program and will allow the staffing process to begin.

4. Candidate Training schedules should include specific dates, times, and locations of all training and evaluation events.

- Candidate orientation program:
 - Outline the program requirements and expectations
 - Review the training schedule and distribute materials such as manuals and candidate checklists.
- Skill performance opportunities:
 - Provisions for candidates to demonstrate the OEC Skill level necessary for successful OEC-MSP completion.
 - Obtain the necessary OEC skill performance verifications from an OEC Instructor.
 - **All practice sessions should be** under the tutorship of an OEC-MSPT/E.
 - Focus on developing the skills of decision making, problem management and leadership. Trainers and candidates are encouraged to take this practice beyond the minimum program requirements, and to make up their own scenarios and practice these skills in as many different patrol settings as possible. Scenario practice is the cornerstone of the OEC–MSP training.
 - Training also provides valuable experiences for existing and new OEC–MSP T/Es. Each Division OEC Supervisor is responsible for training and calibration of OEC–MSP T/Es for program quality assurance purposes. Certification of the course is required once every 3 years.
- Scheduling of the final evaluation:
 - Early publication of the final evaluation schedule will relieve the uncertainty and stress normally encountered by the candidate. Specific attention should be devoted to explaining the process during the initial candidate orientation.

B. Training Sessions

The training sessions may be held at any time or location. The minimum requirements of the program state that each candidate is required to lead 4 practice scenarios prior to the final evaluation.

- Training sessions are scheduled to meet the needs of the majority of trainees. The trainee must successfully lead 4 of the 7 scenarios found in Appendix G of the Ski Patroller’s Manual current edition to meet the requirements of the evaluation. The formats of the training sessions should be set up to be similar to the final evaluation. Upon completion of the scenario, the T/E and the candidates review the actions taken at each station and discuss appropriate management techniques as well as possible methods for improvements.
- The first training session should include an introduction to the OEC-MSP. This introduction will provide the trainee with program objectives and performance expectations. A review of required documentation as well as presentation of clear timelines for completing required components is essential for candidate success. Following the introduction, attention should be drawn to the requirement of the breakdown of 2 written scenarios. This breakdown will help the candidates identify problem management, decision making and leadership skills necessary for successful completion of the program. Regions may also elect to conduct an OEC Technician skill sign off session during this time frame.
- The following training session should be set up with stations of different level 5/6 scenarios. Teams

should be chosen arbitrarily for each training session. Moulage should be used as much as practical at each station during the training session. Moulage provides the candidates with a reasonable presentation of the injury being portrayed.

An additional objective of each training session is to have different T/Es present. It allows the trainee to become familiar with the T/E and therefore less intimidated by them at the final evaluation. The T/Es are also given an opportunity to sharpen their evaluation skills in preparation for the final evaluation.

The Training Setting

- ❑ Training may be conducted at a non-ski area facility with suitable terrain and should be on snow. Terrain, equipment and the environment must be as realistic as possible; otherwise candidates are unfairly trained. The general sequence of events is to have the candidate dispatched, arrive at the situation, evaluate it, call for help and equipment, and have a sled and equipment arrive, treat the illness or injury and have the patient loaded in the sled.
- ❑ Throughout the entire training process, it is recommended that all trainers develop the practice of realism. Practical problems and obstacles must be as realistic as possible (i.e. don't call a piece of bamboo a tree), held in a realistic location and use simple moulage. Insist on real time lines for the arrival of help or equipment in order to obtain optimum training results.

Staffing the Training Program

- ❑ OEC–MSP training may be provided or coordinated under the direction of an OEC–MSP T/E. Other experienced patrol personnel or professionals may be used in the training process, as long as they follow the approved training curriculum, which is in accordance with the Outdoor Emergency Care criteria.
- ❑ If a region's training program is to be divided between one or more patrols, each such training location must have a lead trainer evaluator approved by the STC to oversee each training site. The STC maintains ultimate responsibility for the quality of the training program.
- ❑ Special care should be exercised in selecting patients for the on-snow scenarios. The patients should be experienced patrollers or OEC instructors, whenever possible.

C. Candidate Preparation and Training

Training Philosophy

- ❑ Training is the key to the success of the OEC-MSP. ROAs and STCs must play an active role in assuring that an organized, quality training program is offered at the region, section or patrol level. While it is recognized that training formats may vary from region to region, a pre-established training schedule is a necessity. OEC–MSP Candidates are expected to participate in the training process, satisfactorily complete all program requirements and attend and satisfactorily complete a Divisional final evaluation.
- ❑ There is a certain amount of anxiety and stress associated with any evaluation or emergency situation. The training program is designed to assist candidates in developing an ability to manage anxiety and stress in an emergency situation. Anxiety should not be an excuse for inadequate performance.

The OEC–MSP candidate should have demonstrated skills through evaluated scenarios

conducted by a T/E prior to the final evaluation.

- ❑ Competency, the successful demonstration of all skill sets is expected on final evaluation day. Candidates should be made aware of these expectations in advance of their commitment to the program. A clear understanding of the program expectations and the evaluation environment is a must.

Registering Prospective Candidates

- ❑ Schedules and program information should be made available to all patrols, Patrol Directors/NSP Reps, and prospective candidates at region and patrol meetings. All training sessions must be posted on region and/or division calendars. In addition, the OEC–MSP must be registered electronically with the national office.
- ❑ Candidate applications must be completed, signed by the candidate’s Patrol Director/NSP Rep., and forwarded to the respective Region STC prior to any candidate making a commitment to the OEC–MSP for that season. All applications must be received prior to the start of the OEC–MSP. The applications should be maintained by the Senior Training Coordinator.

Eligibility Requirements

- ❑ NSP members may enroll in the OEC–MSP training program at any time **after** achieving patroller status and obtaining their Patrol Director’s/Patrol Representative’s recommendation.
- ❑ A minimum of one ski season of experience at patroller level is required before a patroller is eligible for the final OEC–MSP evaluation.
- ❑ Questions regarding candidate eligibility should be directed to the ROA, STC, or Division Supervisor for that area.

Application Form

- ❑ See Appendix C for a reproducible copy of the Senior Candidate Application.

OEC-MSP Materials

- ❑ Each candidate will receive the program as written in the latest edition of the Ski Patroller’s Manual.
- ❑ See Appendix C for a reproducible copy of the OEC–MSP Candidate Checklist, detailing the steps needed to satisfactorily complete the OEC–MSP training program.

D. Evaluation

General Requirements

- ❑ An application to conduct a OEC-MSP Final Evaluation (see Appendix B) must be completed and forwarded to the Division Supervisor no less than eight (8) weeks prior to the scheduled final evaluation date and not later than January 15th of each ski season.
- ❑ STCs should ensure that the application is complete. Special attention should be given to the candidate team format, training schedule, dates, times and location of the final evaluation. Incomplete applications may not be accepted by the Division Supervisor.
- ❑ The Division OEC Supervisor will establish a minimum number of candidates needed to conduct a final evaluation. When the number of candidates exceeds the limits set by the Division OEC Supervisor, a second evaluation can be established as long as it is adequately staffed or candidates will be urged to attend an evaluation in another region. Final approval will rest with the involved regions STCs and their respective Division Supervisors.
- ❑ STCs will be notified by the Division Supervisor at least two weeks in advance of the scheduled date of the identity of the Division OEC Supervisor assigned to the final evaluation. The Division OEC Supervisor will contact the evaluation coordinator in advance of the evaluation date to discuss the evaluation schedule, staffing and logistics.
- ❑ Only Senior T/Es trained and with current Division approval may evaluate any final evaluation. A list of currently approved OEC–MSP T/Es is maintained by the Division OEC Supervisor and is available to the Regions STCs as needed. Other patrollers are encouraged to assist in other non-evaluation portions of the final evaluation.
- ❑ ROAs and STCs are encouraged to contact neighboring regions to invite and encourage participation by evaluators from these regions. This experience broadens the evaluation and learning experience of all involved.
- ❑ It is desirable to have all candidates evaluated by three different sets of Senior T/Es whenever possible. Each station must have at least two T/Es and each team/candidate must have an assigned evaluator. Each candidate must be in a team of three and each must lead a station during each round. Please refer to candidate team formats for information on candidate rotation options. OEC–MSP Candidates must be provided advance and reasonable notice of the time and location of the final evaluation. The notice should include at a minimum the date, time and specific location of the final evaluation, the expected arrival time and check-in location, and a reminder to bring all normal ski and patrolling equipment and documentation of training program completion.

- ❑ STCs must verify the following prior to allowing any candidate to participate in the final evaluation (preferably prior to the day of the final evaluation):
 - ✓ That a Candidate Application signed by the appropriate Patrol Director/NSP Rep. is on file, and that the candidate has successfully completed a training program at the patrol, section and/or region level.
 - ✓ That the candidate has satisfactorily completed and submitted the answers to 2 written scenario examples provided in the Ski Patroller's Manual.
 - ✓ That the candidate has submitted a completed and original senior level written scenario.
 - ✓ That the candidate has submitted a Basic Completion Log for OEC Basic Skills Performance. A Basic Completion Log is verification that all OEC skills and the four (4) on-snow practical scenarios have been satisfactorily completed. OEC Instructors may sign off on the OEC Basic Skills. An OEC –MSP T/E must sign off on the practical scenarios. (A reproducible copy of the log is found in Appendix C).

Candidate Team format:

There are two options for candidate team format. It is at the discretion of the region STC to determine which format is suitable for the resources available. The evaluation format must be established prior to the start of the season and communicated to the candidates planning to take the evaluation.

Single Candidate Team Format: The single candidate team consists of a single candidate accompanied by the assigned evaluator. This team will travel together through the warm-up scenario and the two evaluation scenarios. The helpers or bystanders at each scenario will be staffed by the region and will remain at the scenario.

Multiple Candidate Team Format: This team consists of three candidates and an assigned evaluator. The team will work together through the warm-up and evaluation scenarios. The candidates in the team will participate both as lead patrollers and helpers. The candidates participating as helpers at the scenario are not evaluated, only the candidate participating as the lead patroller is evaluated. Each candidate in the team will be a lead patroller on one warm-up scenario and evaluated as the lead patroller in two test scenarios.

Location, Setting and Equipment

- ❑ Use good judgment in the selection of ski areas for training sessions or final evaluations. Locations chosen must provide facilities for staging and debriefing, as well as the actual scenarios. Consider making the final evaluation as accessible as possible to all. In all cases, the time and specific location (ski trails, etc.) must be approved by ski area management.
- ❑ The final evaluation must be on snow and must meet the terrain requirements as specified in the scenario. Approval **must** be obtained from the Division Supervisor for any changes to scenarios.
- ❑ Equipment – Skis/boards and toboggans need to be used. For the final evaluation, each station is required to have a toboggan and pack sufficient to perform first aid at the level 5/6 scenarios. Candidates should familiarize themselves with the available equipment before the evaluation begins.

- ❑ Moulage must be used. The patroller responsible for the application of moulage is required to read all scenarios prior to the evaluation to ensure that the proper moulage is available for all scenarios.
- ❑ The Hill Coordinator should be used to provide sufficient support if this resource is available. This person should be familiar with the area terrain. Scenarios and terrain must be appropriately matched. Any changes to the existing written scenario must be approved by the Division Supervisor. The STC, Hill Coordinator, and Moulage Coordinator should meet prior to the evaluation to ensure that locations and patients are properly assigned. It is recommended that number markers be used to indicate station locations.

Selecting Patients and Bystanders

- ❑ The STC may wish to assign the task of obtaining and briefing patients and bystanders to another member of the region staff.
- ❑ OEC Instructors can be used as patients during the final evaluation process.
- ❑ Patients need to be thoroughly prepared and coached preceding the actual evaluation stations to ensure that practical problems are presented exactly as written in the scenario. With a goal of realism, patients should be encouraged not to be overly dramatic, but to be clear and consistent in portraying their injuries and symptoms. Moulage must be appropriate for the scenario being portrayed. Patients *must not* wear patrol parkas or first aid belts/packs.
- ❑ Personnel such as family or friends of patrollers may be used as untrained bystanders. However, they cannot be family or friends of the OEC–MSP candidate. Individuals acting as untrained helpers and bystanders *must not* wear patrol parkas or first aid belts/packs.
- ❑ Candidates participating in the final evaluation *will not* be used as untrained helpers or bystanders.

Selecting Assigned Evaluators and Trainer Evaluators

- ❑ Only Division approved OEC–MSP T/Es may be used as trainer evaluators or assigned evaluators during the final evaluation.
- ❑ Care must be taken in scheduling evaluators to ensure that there are no conflicts of interest which may result from candidate rotations through the station (ie: husband/wife, parent/child, patrol director/patroller, ROA).
- ❑ Evaluators must be carefully paired so as to achieve the best possible balance in evaluating capability. One assigned evaluator will travel with each candidate (single format) or team. That evaluator will be present at each evaluation done by the assigned candidate or team. Individuals chosen to act as the assigned evaluator shall possess the following qualities:
 - Good communication skills
 - Demonstrated good interpersonal skills
 - An ability to evaluate objectively
 - A desire to help the candidate
 - A positive attitude, patience and understanding, sensitivity, keen observation

- skills
 - Strong OEC skills
 - An ability to measure effectiveness based on results, not singular methods.
- ❑ No more than one newly appointed evaluator should be assigned to the same station.
 - ❑ **Do not** schedule an individual as an evaluator who cannot stay for the entire day, including candidate debriefing.

Station Managers/Coordinators:

The station Manager is not an evaluator and need not be a Senior patroller. This is a good position for future Senior candidates. This patroller must have good organization skills and be able to focus on the job at hand. Responsibilities are listed below.

- Makes sure station is set up according to scenario guidelines and required equipment is available.
- Tracks time for scenario, tracks requested equipment and resources.
- Sends in helpers (**at 2 minutes after request**), provides vitals upon call from candidate of found vitals.
- Escorts candidates in and out of station ensuring that they are not within earshot of evaluation discussions.
- Help candidates repack the toboggan/equipment.
- Keeps bystanders or non-essential personnel out of scenario area.

Selecting, Using and Setting Up Practical Scenarios

- ❑ Only scenarios from the National OEC-MSP Testing packet are allowed for final evaluations. Scenarios must be realistically staged in the area where the evaluation is being conducted.
- ❑ Obtain area management approval before selecting locations which must be staged under/near a chair lift, in a loading, unloading, base lodge or parking area.
- ❑ **IMPORTANT:** The scenario packet is designed to ensure that each candidate is evaluated in one multiple injury scenario and one bystander or multiple patient scenario. Each candidate must complete one scenario with the use of a backboard as one of the two final test scenarios.
- ❑ A practical scenario must not be altered without the express approval of the Division Supervisor or the Division Liaison assigned to assist with your final evaluation.
- ❑ Scenario setup and candidate rotation must be reviewed by the STC and the Division OEC Supervisor. Each candidate must be evaluated as a leader for one multiple patient and one multiple injury scenario.
- ❑ Maintain the degree of realism expected in the scenarios. Use real props as called for, moulage and two-minute delay for the arrival of helpers and equipment.

Evaluation Scenarios and Rounds

- ❑ The final evaluation will use scenarios provided from the OEC-MSP Testing packet.
- ❑ Refer to Appendix D for the referenced table as a guideline that sets up the final evaluation rotation. To manage this requirement it is recommended that a matrix be created that is similar to the one shown in Appendix D. This matrix must be created and provided to the Division OEC Supervisor the week before the evaluation. It is the Division OEC Supervisor's responsibility to ensure that the evaluation meets the Division and National standards.
- ❑ The number of candidates determines the numbers of stations. A matrix is set up by time; no scenario is allowed to go longer than 20 minutes. Going past 20 minutes is considered a failure. Each team rotates stations and leaders during the round.
- ❑ There are 3 rounds, a warm up round, a final first round, and a final second round. Each OEC-MSP candidate must lead a scenario in each round. One final round must have multiple patients and the other multiple injuries on a single patient.

Warm Up Round – The warm up round is used to help relax both the T/Es and the Candidates. It is designed to allow for socialization and adjustment among all participants. It is executed exactly like a final round. The only exception is that the evaluators may discuss the results and offer suggestions about the scenario at the completion of the warm up station. The scenarios may be either single or multiple patients. Each candidate must lead a scenario during the warm up round. These are not to be used for any type of evaluation.

Final Rounds:

- ❑ The recommended format involves running a different scenario at each station. Again it is emphasized that the problems must be realistic in terms of the terrain on which they are being staged and the obstacles required.
- ❑ The same practical scenario may be run at all stations simultaneously providing the problems are appropriate for the terrain and are staged and presented in a consistent manner. This will generally require advance planning and very detailed briefings for patients and bystanders.
- ❑ The candidate must complete both final rounds with either a plus or equal (+ or =) to successfully achieve a pass on that scenario. Discussing the problem with the candidate is not allowed during the evaluation. The T/Es may only talk to each other after the completion of the station for no longer than 5 minutes to reach a consensus. At the completion of the final round the STC will review the scorecards for negative marks. Any negative marks will be reviewed by the evaluators for that station. The lowest grade always prevails and becomes the overall grade for that scorecard.

Evaluation and Using the Scorecard (See Appendix E)

- ❑ Candidates and the assigned evaluator will be provided information related to the dispatch of a patroller to a situation. All other information is to be obtained from the situation, arrival on the scene, or through the assessment process. The patient and station manager will have all available information to ensure that the station is set up and run properly.
- ❑ Station evaluators should be briefed and reminded of the proper use of the scorecard and the importance of detailed documentation. They should be using a time-line format to record data on the blank side of the card and are to be reminded that all sections of the card need an entry. This briefing is to be conducted by the STC.

- ❑ OEC–MSP T/Es are reminded that their task and responsibility is to observe the performances provided by the candidates, record the observations, and make a decision regarding the performance observed. Each station is to produce ONE decision regarding the candidate’s performance. The T/Es should only evaluate what they have observed the candidate perform, not what they believe the candidate should perform.
- ❑ STCs should not accept any card(s) from an evaluator that does not provide adequate documentation for a (-) negative score. The card should be given back to the T/E with instructions to complete it.
- ❑ Evaluators need to reach a consensus within five minutes of each station being completed. If this is not possible they will continue with the evaluation and review that station again later in the day. The longer it takes the more difficult the decision becomes. Evaluators are not to leave the evaluation location until all issues are resolved. The process of reaching consensus is intentionally not defined, but means the evaluators need to come to one decision. It is not a vote, but rather a discussion. In all cases when consensus cannot be reached, the STC and/or Division OEC Supervisor may have to become involved.
- ❑ At the completion of all stations, the STC reviews the cards for “-“ results and meets with the T/Es. If a candidate does not pass, it is recommended that the evaluators take the candidate aside and inform him/her of the result. The team should offer the candidate feedback and suggestions to correct the mistakes. It is imperative that the team be on the candidate’s side and to convey a positive attitude and ensure that the candidate knows that “we are in this together.” It is recommended that candidates who failed a station be notified first. For successful candidates, the assigned evaluator or STC will notify them of their achievement.

Arbitration and Problem Resolution

- ❑ If the evaluators cannot come to consensus regarding the performance of any candidate, the STC needs to discuss the issues with the evaluators and may interview the candidate. The STC, with the concurrence of the Division OEC Supervisor, has the authority to reach consensus for the group and render a final decision. **In unusual circumstances the STC will consult the Division OEC Supervisor, but only the Division OEC Supervisor may allow the retake of one station by a candidate.**
- ❑ In no case shall the candidate be told of the potential of reevaluation by anyone other than the STC, with the approval of the Division OEC Supervisor. These situations should be documented.
- ❑ The new evaluation scenario must be completed using one of the same evaluation teams that were present during the final evaluation and prior to any other results being offered.
- ❑ Candidates who were not successful the day of the final evaluation should be encouraged to continue with the training process. The candidate is only allowed to test at a final evaluation once during a ski season.
- ❑ All decisions made by the close of the final evaluation day are final decisions and are sanctioned by the Division OEC Supervisor. There is **no appeal process** after the Division OEC Supervisor departs from the location of the final evaluation.

Program Evaluation

- ❑ At the conclusion of the final evaluation, copies of the program evaluation must be given to all participants, including evaluators, candidates, patients, helpers/bystanders and staff. A copy of the program evaluation is found in Appendix F. All copies of the evaluations must be sent to the Division OEC Supervisor.
- ❑ Candidates must complete and turn in the evaluation to the STC prior to notification of evaluation results.
- ❑ STCs are encouraged to elicit feedback on the program by all available means, including the evaluation form and a staff debriefing.
- ❑ The Division OEC Supervisor or designee will also complete the Division QA Feedback Form found in Appendix G

Final Evaluation Completion

- ❑ All required forms, evaluation results and score cards must be submitted to the Division Supervisor no later than TWO WEEKS following the final evaluation date. The Division OEC–MSP Final Evaluation Record, found in Appendix G, must be complete providing all entries and data required.
- ❑ Contact the ROA or STC immediately if there are any difficulties or problems. Retain a regional copy of all evaluation results.
- ❑ In the event of any unusual occurrence at a final evaluation, it is recommended to develop a written narrative of the circumstances as soon as possible while recollections are current. The Region OEC Administrator (ROA) and Division Supervisor should be notified as soon as possible.

II. Paperwork Requirements

Candidate Paperwork

All candidates must complete their paperwork as required by the current version of the Ski Patroller's Manual. At time of this writing, the Manual requires that the Candidate provide the following completed paperwork no later than two weeks prior to the evaluation.

1. "Senior Candidate Application," signed by the Patrol Director/Patrol Representative (Appendix C).
2. "Basic Completion Log for OEC Basic Skills performance Check-Off," signed by the appropriate NSP Instructors (Appendix C).
3. A copy of their current, valid OEC Card.
4. A copy of their current, valid NSP Card.

5. Written answers to two scenarios from the Ski Patroller’s Manual (Appendix C).
6. One original scenario created by the candidate, level 5/6 in the correct format following the Scenario Scoring Matrix (Appendix C).

The STC is required to review and maintain the paperwork for presentation to the Division OEC Supervisor. Any paperwork that does not meet the standard should be returned to the candidate for correction. No candidate may take the evaluation until the paperwork has been approved by the STC and the Division liaison.

Evaluation Paperwork

1. Evaluation Plan

Prior to the evaluation, the evaluation plan is required to be sent to the Division OEC Supervisor. The package should be sent at least two (2) weeks in advance or at the discretion of the OEC Supervisor. Refer to Appendix D for a sample format of the evaluation plan.

2. Station Evaluation Packets

Station evaluation packets are required to be prepared for that station prior to the evaluation. The station packet will contain:

- 1 Copy of the scenarios defined for that station for all three rounds: Warm up, 1st Final, 2nd Final.
- 1 Set of completed OEC–MSP Scenario Evaluation Cards for the evaluators assigned to the station. Refer to the paragraph below titled Completing Evaluation Cards.
- Sharpened pencils with erasers [pens freeze]
- Clipboards or other hard writing surfaces

The station manager assigned to the station will receive these packets prior to the start of the evaluation. The station manager must not share the scenario with the evaluators.

Completing OEC-MSP-Scenario Evaluation Cards

It is recommended that prior to the start of the evaluation, each station have the header of 3 OEC –MSP Evaluation Cards completed: one card for the assigned evaluator, and one card for each of the T/Es.

The picture below shows the header of the evaluation card. It has been completed for illustration purposes.

NATIONAL SKI PATROL – OEC–MSP SCENARIO EVALUATION				
Leader	<i>Team 1-A</i>	Inst/Eval	<i>T/E Name</i>	
Helper 1	<i>Team 1-B</i>	Date	<i>Today’s Date</i>	
Helper 2	<i>Team 1-C</i>	End Time	<i>Time Completed</i>	
Scenario	<i>6-09</i>	Station	<i>4</i>	Start Time <i>Start</i> Total <i>Total Time</i>

The assigned evaluator also receives a packet, which contains only the cards for the stations

for the assigned evaluator's candidates. The assigned evaluator does not get the scenario descriptions. All evaluators may only see what the candidate sees.

Final Evaluation Completion Paperwork

At the completion of the evaluation, the STC is required to send the following Final Evaluation completion paperwork:

- OEC–MSP Final Evaluation Record (see Appendix G) – This form provides pertinent data for the date and location of the evaluation and T/E support for the final evaluation. **A copy of this form must be sent to your Region's OEC Administrator (ROA) and the Division OEC Supervisor.**

- OEC–MSP Final Evaluation Form (see Appendix G)
This form summarizes the patroller information for each candidate participating in the evaluation and the final results. **A copy of this form must be sent to your Region's OEC Administrator (ROA) and the Division OEC Supervisor.**

- NSP Course Completion Record – This form is provided by NSP on its web site, www.nsp.org. This form provides pertinent data on all attendees pass or fail, to enable the NSP database to be updated. **This form must be sent to National as well as the Region OEC Administrator (ROA) and Division OEC Supervisor.**

APPENDIX A – NATIONAL OEC -MSP

NATIONAL SKI PATROL

OEC–MSP Training

OEC–MSP Candidate Training Sessions

Verification of current skills performance must be done by an OEC instructor on the day the instructor actually sees the candidate perform said skills.

Successfully participate in a minimum of four (4) on snow OEC–MSP practice scenarios as the leader.

(Verified by a Division approved OEC-MSP T/E) (Ski Patroller’s Manual Appendix G)

Must write essay answers to two (2) written OEC-MSP scenario problems and write one (1) new senior-level training scenario that can be used by the OEC –MSP Training Coordinator with other candidates.

(Verified by a OEC –MSPT/E)

OEC–MSPEvaluation

Warm up Round

A warm up round will be given on the day of the final evaluation and will not be used as part of the final evaluation process. Each candidate will be given a warm up as a leader. Immediate feedback by the evaluators is expected during the warm up round.

Evaluation Round

Candidates are evaluated as a leader twice. One will be a multiple injury problem and the other will be a multiple patient (triage) problem.

Note: There is no provision for additional evaluation rounds. Re-evaluation will only be given under extreme circumstances.

APPENDIX B – OEC-MSPEVALUATION APPLICATION

NATIONAL SKI PATROL DIVISION OEC–MSP Evaluation Application

SPONSORING REGION: _____

CANDIDATE TEAM FORMAT (circle one): Single Candidate Rotation Team Candidate Rotation

NUMBER OF CANDIDATES: Registered _____ + Potential _____ = Total _____ TRAINING SESSIONS: _____

<u>Date</u>	<u>Time</u>	<u>Location</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Evaluation Coordinator(s)/STC: _____

Address: _____

City/State/Zip: _____

Phone: (H) _____ (W) _____

FINAL EVALUATION DATE(S):

<u>Date</u>	<u>Time</u>	<u>Location</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

EVALUATION CARDS:

NOTE: 9 cards are needed per candidate per evaluation – 3 noted for warm up round evaluations and 6 noted for final evaluations

Number in Possession: Final _____ Warmup _____

(Allow three to four weeks for delivery of manuals and score cards)

[NOTE: Each STC should already have all OEC MSP Scenarios in their possession]

Signature: Regional OEC–MSP Training Coordinator _____ Date _____

Date Received _____ Approved _____
Signature: Division OEC Supervisor

APPENDIX C – OEC-MSP CANDIDATE FORMS

APPENDIX C – OEC-MSP CANDIDATE FORMS (continued)

OEC–MSP CANDIDATE CHECKLIST

- | | |
|---|---|
|] APPLICATION & MANUAL | Order the Ski Patroller’s Manual from the National catalog and obtain senior application from your patrol director or Region Senior Training Coordinator |
|] MAKE APPLICATION | Complete the application, obtain patrol director’s recommendation and submit to Region Senior Training Coordinator. |
|] REGISTER FOR FINAL EVALUATION | Verify time and location and ensure all registration details are completed for participation in the evaluation

Date: _____ Location: _____ |
|] TRAINING SESSION | Obtain from Region Senior Training Coordinator or patrol director the dates, times, locations and events for the regional senior activities.
Date: _____ Location: _____ |
|] OEC SKILLS VALIDATION | Demonstrate all OEC Skills in accordance with the OEC skills performance guidelines to an OEC Instructor for validation and sign off on training log. |
|] WRITTEN OEC –MSP SCENARIOS | Complete worksheets for 2 written senior exercises.
Due: _____ |
|] WRITE 1 ORIGINAL OEC –MSP SCENARIO | Complete 1 written OEC –MSP Scenario utilizing the Scenario Scoring Matrix. |
|] ON-THE-SNOW SCENARIOS | Satisfactorily complete at least 4 senior practical scenarios on the snow. |
|] COMPLETE BASIC OEC SKILLS PERFORMANCE CHECKLIST | Ensure all skills and scenarios are completed and documented on log. Provide to Regional Senior Training Coordinator as directed. Due: _____ |
|] PREPARE FOR FINAL EVALUATION | Arrange for toboggan and equipment to be brought to the site. Bring skis, patrol belt and appropriate clothing. |

**APPENDIX C – OEC-MSP CANDIDATE
FORMS (continued)**

**NATIONAL SKI PATROL – OEC-MSP
Basic Completion Log for OEC Skills Performance Check-off**

Senior Candidate _____

The following OEC skills have been demonstrated to an OEC Instructor and have been performed correctly, confidently, and in accordance with the appropriate skill performance guidelines. **Note:** an OEC instructor is required to observe the candidate’s performance and testify to the satisfactory completion.

Skill Performance Required	OEC Instructor Name and Signature	Date Completed
Patient Assessment and Vital Signs		
Oxygen Administration, Airway Adjunct Use and Suctioning		
Bleeding control and Bandaging		
Fracture Management skills 1. Management near a joint 2. Alignment of angulated fractures 3. Open fracture management 4. Long bone management 5. Traction splinting		
Spinal Immobilization		
Lifting Techniques		
Medical Emergencies		

This patroller has adequately demonstrated to me the skills of decision making, problem management and leadership in “on snow” OEC –MSP practical scenarios. These scenarios must be signed off by an OEC –MSP Trainer Evaluator.

Practical OEC–MSP Scenario	OEC–MSP Trainer Evaluator Name and Signature	Date Completed
Scenario 1 ID #		
Scenario 2 ID #		
Scenario 3 ID #		
Scenario 4 ID #		

**APPENDIX C – OEC-MSP CANDIDATE
FORMS (continued)**

NATIONAL SKI PATROL – SCENARIO SCORING MATRIX

Directions: Assign points in three categories (injury/illness, environment, and personnel) where appropriate to determine the degree of difficulty for the scenario.

Injury or Illness

<p><u>0 points</u></p> <ul style="list-style-type: none"> • medical condition (no influence on situation) • medications (no influence) • minor soft tissue (closed) • burn (superficial) • frostbite (superficial)
<p><u>1 point</u></p> <ul style="list-style-type: none"> • eye injury (minor) • moderate bleeding • minor sprain/strain/contusion • medical condition (minor influence) • contusion of head without loss of responsiveness • frostbite (moderate to severe) • burn (partial- or full-thickness) – small or to non-critical areas • mild altered mental state
<p><u>2 points</u></p> <ul style="list-style-type: none"> • eye injury (severe) • minor fracture, e.g., finger, clavicle • closed extremity fracture or dislocation • severe sprain/strain that limits mobility • major bleeding, e.g., arterial/large vein • amputation • burn (partial or full-thickness – extensive or to critical areas) • medical condition (major influence, e.g., hypoglycemia, seizures, pregnancy, hypothermia) • head injury with loss of responsiveness or altered mental status less than 1 minute • behavioral crisis
<p><u>3 points</u></p> <ul style="list-style-type: none"> • shock (hypotensive) • open or severely angulated extremity fractures • femur fracture (traction splint) • neck, back, pelvis fractures (backboard immobilization) • fracture or dislocation with circulatory, motor, or sensory deficit
<p><u>4 points</u></p> <ul style="list-style-type: none"> • unresponsive patient • any life-threatening situation, e.g., stroke, heart attack, severe respiratory distress, acute abdomen, etc.

**APPENDIX C – OEC-MSP CANDIDATE
FORMS (continued)**

NATIONAL SKI PATROL – SCENARIO SCORING MATRIX

Environment

<u>0 points</u> <ul style="list-style-type: none">• site does not add difficulty
<u>1 point</u> <ul style="list-style-type: none">• difficult extrication or rescue• disentanglement• extreme slope or off trail• rescuer/bystanders in danger
<u>2 points</u> <ul style="list-style-type: none">• combination of any of the above

Personnel

<u>0 points</u> <ul style="list-style-type: none">• single patient• trained help
<u>1 point</u> <ul style="list-style-type: none">• more than one patient• untrained assistants• obnoxious or hysterical patient/bystander• disoriented patient (non-medical issue)• language/communication barrier
<u>2 points</u> <ul style="list-style-type: none">• physical danger to self/others

**APPENDIX C – OEC-MSP
CANDIDATE FORMS (continued)**

**NATIONAL SKI PATROL – WORKSHEET FOR OEC-MSP SCENARIO
OUTDOOR EMERGENCY CARE
Scenario # (Difficulty 5 and above)**

Degree of Difficulty =

INJURY	ENVIRONMENT	PERSONNEL

GENERAL SCENARIO DESCRIPTION

INFORMATION GIVEN TO TRAINEE

PATIENT SUMMARY

VITAL SIGNS

Time in minutes	Pulse and respirations

SCENARIO OBJECTIVES

Decision Making

Problem Management

Leadership

Scenario #

INFORMATION FOR SCENARIO PLANNING AND OEC INSTRUCTORS

Location/terrain:

Moulage:

Weather: Must be the same as the day of scenario use

SPECIFIC INSTRUCTIONS FOR INJURED PATIENT

Position:

Answers to SAMPLE

Signs and symptoms:

Allergies:

Medications:

Past history:

Last meal:

Events leading:

Behaviors:

SPECIFIC COMMENTS FOR EVALUATORS

Note: for each situation complete this worksheet by identifying all actions you would perform for the situation and listing them in the objective category areas.

APPENDIX D – EXAMPLE EVALUATION SET UP AND MATRICES

Each candidate must lead in three rounds. To ensure this, a sample matrix has been created on the following page.

The number of candidates determines the numbers of rotations (each block represents a rotation). If there are 6 Candidates, 6 rotations are required. In this case there were 12 candidates, therefore, 12 rotations are required. The rotations are grouped into stations. To meet time requirements each station has 3 Rotations, 9:00, 9:25, and 9:45 for the Warm Up round.

Scenarios are assigned to each station and that station uses the same scenario for all of the rotations for the round. In this evaluation, Station 1 uses Scenario 1 throughout the warm up, Station 2 uses Scenario 2, etc.

Teams are identified as Team 1, Team 2, and Team 3. The individuals assigned to that team are identified as A, B or C. Team 1 consists of 1A, 1B, and 1C. The letters list the order in which that team member will lead.

The teams are assigned to stations so that each member will lead through the rotation. Note that Team 1, Member A, will start at Station 4. When the team rotates to the next station, Station 1 in this case, the Team 1 leader will shift to Member B, the next station, Station 2, Team 1 will shift leaders to Member C. [Note that in this case there were only 11 candidates taking the evaluation. To even the teams, a fill in was recruited. The fill in will have previously passed the OEC–MSP and should be considered a suitable fill in.]

Each rotation is managed in the same manner. There are breaks between the rotations to allow for set up of scenarios and repositioning the candidates at the station locations.

The STC determines starting position for the teams and determines the team members. The STC also determines the T/Es for each station and for each team.

The Hill Coordinator and the Moulage Patroller use the following matrices. The matrices summarize the plans for each round. The scenario numbers shown in the above matrix refers to the scenarios listed in the following matrices. There is a matrix planned for each round.

APPENDIX D - EVALUATION SET UP (continued)

T/E	Station	Scenario	Warm Up			Scenario	Final 1st			Scenario	Final 2nd		
			9:00	9:25	9:45		10:15	10:45	11:15		12:30	1:00	1:30
T/E 1&2	1	1	4A	1B	2C	5	3A	4B	1C	9	2A	3B	4C
T/E 3&4	2	2	3A	4B	1C	6	2A	3B	4C	10	1A	2B	3C
T/E 5&6	3	3	2A	3B	4C	7	1A	2B	3C	11	4A	1B	2C
T/E 7&8	4	4	1A	2B	3C	8	4A	1B	2C	12	3A	4B	1C
Team													
1A	Cand 1					STC							
1B	Cand 2												
1C	Cand 3					Division							
ATE	Adv. 1					Liaison							
2A	Cand 4					Extra T/E							
2B	Cand 5												
2C	Cand 6					Hill							
ATE	Adv. 2					Coord.							
3A	Cand 7					Moulage							
3B	Cand 8					Patroller							
3C	Cand 9												
ATE	Adv. 3					Patients							
4A	Cand 10												
4B	Cand 11												
4C	Cand 12												
ATE	Adv. 4												

The Hill Coordinator and the Moulage Patroller use the following sample matrices. The matrices summarize the plans for each round. The scenario numbers shown in the above matrix refers to the scenarios listed in the following matrices. There is a matrix planned for each round.

WARMUP-9:00					
Station	Scenario	Victims	#	Location	Moulage
1	1	1	26-2	Snow Gun Station	1. Pink Clear Fluid from Nose. 2. Helmet with Dent in Front 3. Smashed Goggles 4. Bruising around eyes.
2	2	2	5-14	Most Difficult slope	None
3	3	1	6-09	Most Difficult Slope	Medical Alet Tag, Diabities.
4	4	1	5-13	Most Difficult Slope	1. Open Wound 2. Zip Up Ski Pants 3. Bump By Humerous

Final 1st Round-10:15

Station	Scenario	Victims	#	Location	Moulage
1	5	2	5-05	Bottom of hill	1. Laceration Extending 2" across Forehead 2. Impaled Ski Pole
2	6	2	05-10	More Difficult Slope	1. Lower Arm Fracture 2. Dislocated Shoulder
3	7	2	5-14	Bottom of hill near snow gun	None
4	8	2	6-19	More Difficult Slope	None

Final 2nd Round-12:30

Station	Scenario	Victims	#	Location	Moulage
1	9	1	5-02	Any slope by snowmaking equipment	Swelling and deformities, mid shaft humerus.
2	10	1	6-02	Near snow gun pole	Angulated fracture, external rotated, for the main complaint leg.
3	11	1	6-04	Near Snow gun pole	Discoloration for the abdomen, and discoloration and swelling for the shoulder. Abdominal rigidity can be represented by having the patient tense stomach muscles during the exams, or by moulage.
4	12	1	5-06	Man Made Jump	None.

APPENDIX E – OEC–MSP SCENARIO EVALUATION CARD

NATIONAL SKI PATROL -- OEC–MSP SCENARIO EVALUATION

Leader	Inst/Evaluator
Helper #1	Date
Helper #2	Start Time
Scenario #	Station #
	End Time
	Total Time

NOTE: A “-“ in any section must be fully documented::

DECISION MAKING Problem Assessment Patient Assessment Appropriate Prioritizing Insures Overall Safety	+ = - <i>Choose One!</i>
PROBLEM MANAGEMENT Plan of Action Anticipation Resource management – People & Equipment OEC Skill Performance Transportation	+ = - <i>Choose One!</i>
LEADERSHIP Communication with Patient, Helpers, Bystanders Attitude Ability to Direct Confidence Team Interaction	+ = - <i>Choose One!</i>
OVERALL	+ = -

MAKE A DECISION

- ❑ **USE THE REVERSE SIDE FOR A TIME LINE, ACTION SEQUENCE, DETAILED NOTES, ETC.**
- ❑ **ALL SUBSTANDARD PERFORMANCES MUST BE COMPLETELY DOCUMENTED!!**

APPENDIX F – PROGRAM EVALUATION FORM

NATIONAL SKI PATROL – DIVISION OEC–MSP Evaluation

To continually serve our patrollers, we need your input into this program. Please fill out and return this form.

1. I am a(n): Candidate Evaluator Patient

2. How many training sessions did you attend this season before the final evaluation?

Region _____ Patrol _____

			Excellent		Poor
3. How would you rate the OEC–MSP <u>Regional</u> Training Session?	5	4	3	2	1

a) What did you like best about these sessions?

b) What did you like least about these sessions?

c) What changes (additions, deletions, revisions) would you make to improve these sessions?

			Excellent		Poor
4. How would you rate the OEC–MSP <u>Patrol</u> Training Sessions? 5	4	3	2	1	

a) What did you like best about these sessions?

b) What did you like least about these sessions?

c) What changes (additions, deletions, revisions) would you make to improve these sessions?

			Excellent		Poor
5. How would you rate the OEC–MSP final evaluation?	5	4	3	2	1

a) What did you like best about these evaluations?

b) What did you like least about these evaluations?

c) What changes (additions, deletions, revisions) would you make to improve the final evaluation?

(Continue on other side)

APPENDIX F – PROGRAM EVALUATION FORM(continued)

- | | Excellent | | | | Poor |
|--|-----------|---|---|---|------|
| | 5 | 4 | 3 | 2 | 1 |
6. How would you rate the OEC –MSPEvaluators?
- a) What did you like best about these evaluators?
 - b) What did you like least about these evaluators?
 - c) What changes (additions, deletions, revisions) would you make to improve the evaluators?
-

- | | Excellent | | | Poor | |
|--|-----------|---|---|------|---|
| | 5 | 4 | 3 | 2 | 1 |
7. How would you rate your Assigned Evaluator?
- a) What did you like best about your Assigned Evaluator?
 - b) What did you like least about your Assigned Evaluator?
 - c) What changes (additions, deletions, revisions) would you make to improve your Assigned Evaluator?
-

- | | Excellent | | | Poor | |
|--|-----------|---|---|------|---|
| | 5 | 4 | 3 | 2 | 1 |
8. How would you rate the Sr. Trainer Evaluators during training?
- a) What did you like best about these Senior Trainer Evaluators?
 - b) What did you like least about these Senior Trainer Evaluators?
 - c) What changes (additions, deletions, revisions) would you make to improve the Senior Trainer Evaluators?
-

9. Location of final evaluation _____ Date _____

10. Additional Comments:

THANK YOU FOR YOUR INPUT

APPENDIX G - COMPLETION FORMS REQUIRED

At the completion of the evaluation, the STC is required to send the following Final Evaluation completion paperwork:

- OEC–MSP Final Evaluation Record (Appendix G) –This form provides pertinent data for the date and location of the evaluation and T/E support for the Evaluation. **A copy of this form must be sent to your Region OEC Administrator (ROA) and the Division OEC Supervisor.**
- OEC–MSP Final Evaluation Form (Appendix G) – This form summarizes the patroller information for each candidate participating in the evaluation and the final results. **A copy of this form must be sent to your Region OEC Administrator (ROA) and the Division OEC Supervisor.**
- NSP Course Completion Record – This form is provided by NSP on its web site, www.nsp.org. This form provides pertinent data on all attendees pass or fail, to enable the NSP database to be updated. **This form must be sent to National as well as your Region OEC Administrator (ROA) and Division OEC Supervisor.**
- Division Quality Assurance Form (Appendix G) - This form is also required. The purpose is to provide a mechanism for consistent evaluation continued quality in all OEC –MSP events. It is to be completed by the Division OEC Supervisor. A copy is to be forwarded to the STC, ROA, and Division Supervisor upon completion.

NATIONAL SKI PATROL – DIVISION OEC–MSP Final Evaluation Record

SPONSORING REGION: _____ Participating Regions: _____

NUMBER OF CANDIDATES: Your Region: _____ Other Regions: _____ Total: _____

EVALUATION DATE: _____ LOCATION: _____

EVALUATION COORDINATOR/STC: _____ PHONE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

DIVISION LIASON: _____

**List all OEC–MSP T/Es Participating in the Evaluation
(Please indicate “A” for Group Evaluator “E” for Station Evaluator or “P” for Provisional Evaluator)**

	OEC–MSP T/E Name	NSP ID #	Region	A or E or P
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

I CERTIFY THAT THIS EVALUATION WAS CONDUCTED IN ACCORDANCE WITH THE PROVISIONS OF THE OEC-MSP, AS PRESCRIBED BY THE DIVISION AND THE NATIONAL SKI PATROL SYSTEM INCORPORATED.

Signature of Evaluation Coordinator/STC

Date

**Quality Assurance Feedback for OEC-MSP
National Ski Patrol**

Quality Assurance – Course/Event Evaluation

Division:

Region:

Date:

Visiting Division Supervisor Completing Form:

Location:

Region OEC Administrator:

Number of Participants:

Examiners:

Candidates:

Support Staff:

-
- Did the scenarios provide the candidates a fair opportunity to display leadership, problem management and decision making skill?

 - Was the candidate evaluated as lead on one scenario with multiple patients and one scenario where the single patient had multiple injuries?

 - Did the scenarios portray true-to-life incidents? If not, why?

 - Overall impressions of the scenarios:

• Did the patients portray accurate behavior for the scenarios? Was the behavior consistent throughout the day?
If not, why?

- Was the moulage properly applied? Was it reapplied as needed?

- If helpers are assigned to a scenario, were they coached correctly and were they consistent throughout the day?
No If not, why?

• Overall impression of the patients and helpers:

- Were the candidates well prepared? How were they prepared?

Quality Assurance Feedback for OEC–MSP Page 2 of 2

- Did the region use the candidate skills sign-off sheet?
- Which candidate team format was used, single candidate team or multiple candidates' team?
- Were the examiners calibrated?
How are the examiners calibrated?
- How were the final results tallied and then presented to the candidates?
- What was the pass/fail ratio of the candidates?

General comments of the evaluation:

Are there any recommendations to improve this event?