



**LONDON'S**  
AIR AMBULANCE  
roadside intensive care



## Pre-hospital Care Standard Operating Procedure

### Registrar Training

<b>REVIEW:</b>	May 2010	
<b>APPROVAL/ ADOPTED:</b>	PHC Policy Board	
<b>DISTRIBUTION:</b>	PHC Doctors PHC Paramedics PHC Pilots PHC Fire Crew	
<b>RELATED DOCUMENTS:</b>	SOP Enplaning, Deplaning and Loading SOP Daily Routine for Medic One SOP Communications	
<b>THIS DOCUMENT REFERS TO:</b>	PHC Clinical Practice PHC Non-clinical Practice <input checked="" type="checkbox"/> PHC Operational Procedure	Ref: OP-15

#### Aims:

- Describe the components of the London HEMS training month.
- Define responsibilities of the trainee.
- Describe the preparation required for a new PHC Registrar.

#### Background:

Whilst the training month is fairly structured, the individual registrar is responsible for ensuring that all training elements have been completed, and that they themselves are happy to go solo.

Whilst the rota for G-EHMS, DA77 & PRU will be arranged by the senior PHC registrar, other activities will need to be organised by the registrar in training. All members of the helipad have a responsibility to help train new staff.

New staff should only fly with consultants and experienced registrars / paramedics. Irrespective of background or experience each PHC registrar will be given a generic training package. No assumptions will be made regarding ability.

## Policy:

### 1. Training:

- New HEMS registrars will undertake a minimum of one month's training. Some of the externally provided training days may not be available during the training month, but will be arranged as soon as possible thereafter. A typical training month is listed below.
- Debriefing missions with the supervising doctor is recognised as a particularly valuable learning opportunity as are the "Death & Disability" meetings, which occur twice each week on Tuesday and Thursday afternoons.
- During the first couple of flights the trainee will be an observer and wear an observer identity badge on their suit. Subsequently they will wear doctor identity badges and gradually assume increasing responsibility for clinical management, documentation and communications.
- Each trainee will be provided with a tick list for training events and topics to be reviewed (either on their own or with another member of the team). This list must be completed prior to the "signing off" day.
- Each trainee is allocated a named Consultant supervisor for the duration of the post. The trainee will undertake the appraisal process with meetings in the first month, at 3 months and at the end of the post.
- A typical training month includes:
  - Fixed Days
  - Introduction and tour of RLH and helipad 1 day
  - Aviation theory / Radios 1 day
  - Flying with Consultant 5 days
  - Flying with experienced registrar 5 days
  - DA77 shifts with consultant or registrar 2 days
  - LAS Emergency Operations Control (EOC) - Redbase 1 day
  - Day with local ambulance crew 1 day
  - Day with DA55 (Physician Response Unit) 3 days
  - Extrication training 2 days
  - Underground /railway training 1 day
  - Confined space training 1 day
- A dedicated training rota is provided for the trainee to provide a framework for all training issues. Several topics from the operational guidelines should be timetabled per day. It is the trainee's responsibility to ensure that these topics are covered by independent reading and discussion with other HEMS staff.
- The production of the rota is the responsibility of the senior PHC registrar.
- In the introductory pack (see below) is a checklist of topics that must be covered. This should be signed and dated as items are completed, and should be reviewed throughout the month by the senior SpR and the lead clinician for PHC to ensure topics are addressed and that all HEMS staff are contributing to the educational process.
- A process of continual assessment takes place throughout the training period. All helipad staff (paramedics, pilots, data staff and fire crew) will be involved in the process of training and assessment.
- A 360 degree appraisal will be conducted prior to sign-off.

- At the end of the training period there will be a formal assessment by a consultant in pre-hospital care. Only after successful completion of the training month will the doctor be allowed to fly solo. The decision as to when the formal assessment occurs should be made between the trainee and consultant. Some registrars, depending on previous and current experience, may need to spend longer in training. If a new registrar requests further training this will be provided, and may also be required if the training month is particularly quiet.
- Should a registrar's performance fall below the necessary standard he / she will be removed from solo flying duties and further training arranged. It is emphasised that the learning process continues throughout the six-month period and each registrar has a responsibility to continue their own professional development.
- For contact details regarding some of the training items see the resource files on the HEMS server: share/doctors/training and the red folder in the data / doctors office labelled "registrar intro pack". Paul Smith (Helipad manager) provides liaison for extrication and one-under courses.

## 2. Preparation for New Staff

- The following items will be issued to new staff by the Lead Paramedic:
  - **Flight suit** [available from Germa]. A stock should be carried on the helipad ready for new staff since new suits take a long time to obtain from the manufacturers
  - **Steel toe-capped boots**. [ordered through the Fund Raising Team]. The required size should be established one month before a new member of staff begins.
  - **Flight boards**. These are ordered as a non-stock item. Again a stock should be available on the helipad because delivery times are lengthy.
  - Flight boards should contain the following items, which serve as aide memoires in difficult situations!
    - List of hospital switchboard phone numbers
    - Major Incident Report form
    - Multiple Casualty Record sheet
    - Major Incident log sheet
    - HEMS On-scene forms x 5
    - DA 77 On-scene forms x 5
    - Secondary transfer request form
    - Broselow-Luten Paediatric drug dose grid [on server – from Airway course]
    - Advanced Airway Management Card [on server – from Airway course]
    - HEMS Handover sequence.
  - **Debris gloves**. These are usually a pair of gardening gloves which new staff provide themselves
  - **Protective glasses**. Are available from NHS supplies [code BTS042] and kept in the HEMS store.
  - **Ear defenders**. Available from HEMS ops
  - **Personal protection vest**. A supply of these is available on the helipad. Each member of staff should select an appropriately sized vest at the start of each shift.  
See the personal protective equipment SOP for information on how new vests may be obtained.
  - **Tuff-cut scissors**. [Ordered as a non-stock item]
  - Personal preference items can be collected from the HEMS storeroom
  - **Name and medic one badges are ordered in advance**. They can be sourced from: Mr. Nash, Stuart Aviation, PO Box 7, Market Harborough. LE16 8XL Fax 01536 770 180. As much notice as possible is required, with correct spelling and titles. Ensure that an order number is obtained before contacting Stuart Aviation, who will then invoice HEMS direct.

### 3. Introductory Pack

- A folder containing written information and badges will be prepared for each new registrar by the Pre-hospital Care secretary. This will contain the following documents:
  - HEMS registrar training checklist
  - Appraisal / CPD documentation
  - Examples of HEMS documentation [e.g. mission sheets for G-EHMS and DA77, major incident and multiple patient record sheets, etc]
  - HEMS general house rules
  - Statistical information regarding HEMS activity
  - Study and annual leave information and forms
  - Mobile phone user's application form. This must be completed by all personnel who may use any of the mobile phones i.e. MEDIC 1, MEDIC 2, PRU etc.
  - Pre-hospital care organisational chart
  - R/T procedures information
  - Questions you may be asked about HEMS
  - London ambulance service EOC training day
  - Request for a summary CV and photograph
  - Personal information form / NOK details
  
- An existing HEMS registrar will be timetabled to welcome new registrars joining the service and provide an initial briefing and orientation. This will include the provision of personal equipment and discussion of this SOP and the contents of the introductory pack.