

# Offshore Norge Training curriculum

First aid refresher course

Version no: 5

Date: 24 February 2025

#### **FOREWORD**

This training curriculum has been compiled for course providers approved by Offshore Norge to provide the basic first aid refresher course.

The training is intended to provide competence with the emergency preparedness function concerning first aid.

In this context, competence means the ability to perform tasks and master complex challenges.

The contact for this training curriculum in Offshore Norge is the manager, expertise development.

Offshore Norge training curricula are owned by Offshore Norge.

See Offshore Norge 002 Recommended guidelines for safety and emergency preparedness training and requirements for safety and emergency response training.

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#### 1 INTRODUCTION

# 1.1 Purpose

This training curriculum describes requirements for the content and execution of the basic first aid refresher course.

The training is designed to provide competence on:

- introduction to first aid
- airways and breathing
- circulatory failure and fluid treatment
- level of consciousness and acute medical conditions
- cardiopulmonary resuscitation (CPR)
- trauma patients (ABCDE)
- hypothermia, burns, and caustic and electrical shock

# 1.2 Learning outcomes

After completing the training, the participant must be able to:

- perform basic life-saving first aid in the event of serious injury or illness
- assist a nurse in the examination and treatment of patients

# 1.3 Target group

The target group for the training is personnel who are to function as members of a first-aid team.

# 1.4 Refresher frequency

The training must be repeated every 24th month by personnel who perform a first aid function offshore.

The course can be taken at a course centre or as part of training on facilities on the Norwegian continental shelf. When the course is conducted on the facilities, training with the competence objectives in this training curriculum is provided over a 12-month period.

#### 2 CONTENT

# 2.1 Parameters for conducting the course

Teaching at the course centres must reflect a good safety culture.

Theory: one instructor per 24 course participants.

Practical exercises: one instructor per six course participants.

Duration of the course is two days.

- One course day is eight hours with a minimum of six hours of effective training
- One hour is 60 minutes

A minimum of eight hours of practical exercises.

During practical exercises, the challenges and degree of difficulty must be increased in line with the rising level of mastery.

During practical exercises, the instructor will observe the participants and give immediate feedback, and time must be allotted for feedback and guidance after the exercise is over.

# 2.2 Teaching materials

Teaching materials used during the course must be tailored to the competence objectives specified in this training curriculum.

#### 2.3 Prior knowledge

Basic first aid course or medical first aid pursuant to table A-VI/4-1 in the Standards of Training, Certification and Watchkeeping for Seafarers (STCW) convention.

A person who has not been in an emergency response role and has not completed an emergency response course or other equivalent training during the last 5 years, must complete a new basic course.

### 2.4 Facilities and equipment

The training can be conducted through classroom teaching, e-learning, simulator use and use of other appropriate facilities and equipment.

An automated external defibrillator (AED) is necessary equipment.

2.5 Instructor expertise and markers (role players)

Instructor in CPR using an AED (Norwegian Resuscitation Council). Minimum competence at the level of the first responder system and necessary experience in emergency medicine. Markers (role players) are given Instructions that ensure realistic exercises and learning outcomes.

# 2.6 Training curriculum

Participants must be given an introduction before the course starts which reviews the purpose of the course, assessments, the timetable and safety measures.

See the training curriculum set out in table 1 below.

# Table 1: Training curriculum

Topic	1.0 INTRODUCTION TO FIRST AID				
Competence objectives  After completing the training, the participant will be able to:		Specification of competence objectives	Method	Learning environment	References
1.1 Outline the abbreviation A	BCDE	The participant must be able to outline:  A- airway  B- breathing  C- circulation  D- disability  E- exposure	Theory lesson(s)	Course premises E-learning	
1.2 Deal with normal stress reactions in an emergency		The participant must be able to look after the patient in an emotional acute condition:  • reassure, calm, secure, listen, inform matter-of-factly and activate the patient  The participant must be able to describe the commonest reactions: inhibition, paralysis, apathy, hyperactivity, impulsive	Theory lesson(s) Practical exercises	Classroom E-learning	
		<ul> <li>actions, panic</li> <li>physical stress reactions (palpitation, dry mouth (xerostomia), nausea)</li> <li>mental stress reactions (anxiety, anger, panic, apathy)</li> </ul>			

Topic 1.0 INTROD	RODUCTION TO FIRST AID				
Competence objectives  After completing the training, the participant will be able to:	Specification of competence objectives	Method	Learning environment	References	
1.3  Describe basic management of a mentally unstable person	The participant must be able to describe the most common symptoms for mentally unstable person:	Practical exercises	Classroom		
1.4 Describe the organisation of the acute medical emergency response	The participant must be able to describe:  the Norwegian Radio Medico service duty doctor (first line) the search and rescue (SAR) service	Theory lesson(s)	Classroom E-learning		
1.5 Describe acute medical treatment protocols	The participant must be able to describe:  • purpose and content	Theory lesson(s)	Classroom E-learning	The companies acute medical treatment protocols	
1.6 Use the patient monitoring form	The participant must be able to:  • keep Vitalia and treatment measures in various examples of patient monitoring form  • understand the purpose of patient monitoring form	Practical exercises	Course premises		

Topic	1.0 INTRODUCTION TO FIRST AID				
Competence objectives  After completing the training, the participant will be able to:		Specification of competence objectives	Method	Learning environment	References
1.7 Communicate effectively w 1.8 Describe the principles for emergency hospital		The participant must use affirmative communication and practice this in exercises in the course.  The participant must be able to describe:	Practical exercises  Theory lesson(s)	Classroom Course premises Classroom E-learning	
1.9 Describe materials and equ by nurses and first aid team	•	The participant must be able to describe:  • give examples of materials and equipment carried by nurses and first aid team to the patient	Practical exercises Demonstration	Classroom Course premises	

Topic	2.0 AIRWAYS	AND BREATHING					
Competence objectives  After completing the training, the participant will be able to:		Specification of competence objectives	Method	Learning environment	References		
2.1 Demonstrate securing a free	e airway (A)	Through a practical exercise, the participant must be able to:	Practical exercise Demonstration	Course premises	Norwegian Resuscitation Council (NRR)		
2.2 Use the technique for remove bodies (A)	ving foreign	The participant must be able to:	Theory lesson(s) Practical exercise	Classroom Course premises	NRR		

Topic	2.0 AIRWAYS	2.0 AIRWAYS AND BREATHING				
Competence objectives After completing the tra participant will be able t		Specification of competence objectives	Method	Learning environment	References	
2.4  Respiratory assessment (		The participant must be able to describe normal breathing, frequency and depth.  Through a practical exercise, the participant must be able to demonstrate relevant observations (look, listen and feel for general signs of respiratory distress – cyanosis, thoracic stability, laboured breathing).  The participant must be able to monitor and report changes to the nurse.  The participant must be able to:	Theory lesson(s) Practical exercises  Practical exercises	Classroom Course premises	NRR	
Perform assisted ventilat	ion (B)	<ul> <li>demonstrate resuscitation of the patient (manikin) using the mouth-to-mouth method and a pocket mask</li> <li>describe equipment: mask/ bag, tracheal tube, laryngeal tube, I-Gel tube</li> <li>assist a nurse with the use of mask/bag, tracheal tube or laryngeal tube</li> </ul>	Demonstration	Course premises		
2.5 Assist with oxygen treatn	nent (B)	The participant must be able to:     describe Indication for oxygen therapy     locate O2 glasses, nasal catheter and mask     handle oxygen in a safe manner     use pulse oxymeters and know at least two reasons for possible error pisplay     describe normal values for when O2 is not needed	Theory lesson(s) Practical exercises Demonstration	Classroom Course premises	Norwegian electronic medical handbook Norwegian handbook of emergency medicine	

Topic	2.0 AIRWAYS	AIRWAYS AND BREATHING				
Competence objectives  After completing the training, the participant will be able to:		Specification of competence objectives	Method	Learning environment	References	
2.6 Describe the most importar and symptoms of breathing		The participant must be able to describe:	Theory lesson(s) Demonstration	Plenary/ group sessions	Norwegian electronic medical handbook Norwegian handbook of emergency medicine	

Topic	3.0 CIRCULATORY FAILURE AND FLUID TREATMENT				
Competence objectives After completing the training participant will be able to:	ng, the	Specification of competence objectives	Method	Learning environment	References
3.1 Describe causes and symptocirculatory failure at a basic		The participant must be able to describe:  • causes and symptoms of circulatory failure  o bleeding o heart failure o anaphylaxis o neurological	Theory lesson(s)	Classroom E-learning	
3.2 Perform clinical assessment	:s	The participant must know how to:	Practical exercises	Classroom Group sessions	
3.3 Halt external bleeding		<ul> <li>The participant must know how to:         <ul> <li>apply a pressure dressing to external bleeding</li> <li>describe hazard elements and recognized recommendations when using tourniquet</li> </ul> </li> </ul>	Practical exercises Demonstration	Classroom Group sessions	
3.4 Assist in establishing intrave and administering fluid ther		The participant must know how to:  • describe and ocate relevant equipment  • assist the nurse in installing a peripheral venous cannula, Intraosseous needle and providing fluid therapy  • heat liquid	Practical exercises  Demonstration	Classroom Group sessions	

Topic 4	4.0 LEVEL OF CONSCIOUSNESS AND ACUTE MEDICAL CONDITIONS				
Competence objectives After completing the training participant will be able to:	Specification of competence objectives g, the	Method	Learning environment	References	
4.1 Conduct a primary assessmen	The participant shall be shown/ demonstrated and independer conduct a primary assessment based on the ABCDE Approach.	course participants present/ demonstrate Practical exercises	Plenary/ group sessions Classroom		
4.2 Assess level of consciousness	The participant must be able to determine and report the level consciousness:	of Practical exercises	Classroom		
4.3 Outline the symptoms of acu conditions	The participant must be able to outline the symptoms of:  • heart disease • serious allergic reaction • stroke - FAST	Theory lesson(s)	Classroom		
4.4 Assist a nurse in treatment of medical conditions	The participant must be able to:  • monitor and report changes to the nurse  • apply a mask on the patient and administer O <sub>2</sub> • locate and prepare monitoring equipment  • locate and prepare medications  • reassure the patient	Theory lesson(s) Practical exercises Demonstration	Classroom Course premises		

Topic	5.0 CARDIOPULMONARY RESUSCITATION (CPR)				
Competence objectives After completing the training, the participant will be able to:		Specification of competence objectives	Method	Learning environment	References
5.1 Describe causes of cardiac	arrest	The participant must be able to describe causes of cardiac arrest:	Theory lesson(s)	Classroom E-learning	
5.2 Assess the initiation of CPR	1	The participant must be able to assess the initiation of CPR:  • use criteria for CPR	Practical exercises	Classroom	
5.3 Perform basic CPR (CPR)		The participant must be able to perform CPR according to national guidelines (Norwegian Resuscitation Council).	Practical exercises	Classroom Group sessions	National guidelines (Norwegian Resuscitation Council)
5.4 Describe advanced CPR as method	a treatment	The participant must be able to:     describe relevant tasks for a first aider with advanced CPR     describe and prepare equipment     describe and prepare medications     use O2 as an important part of CPR	Theory lesson(s)	Classroom	

Topic	6.0 TRAUMA PATIENTS (ABCDE)					
Competence objectives  After completing the training, the participant will be able to:		Specification of competence objectives	Method	Learning environment	References	
6.1 Prioritise in accordance with when treating a badly injur		The participant must:  • be shown/ demonstrated and independently conduct a primary assessment and implement measures based on C-ABCDE  • be able to assist in assessing the injury mechanism  • be able to monitor and report changes to the nurse	Practical exercises Demonstration	Classroom		
6.2 Assist medical personnel w traumatised patient	ith positioning a	<ul> <li>The participant must be able to:</li> <li>assist in establishing the trauma recovery position</li> <li>move carefully ("log roll")</li> <li>locate and use various types of carrying equipment</li> <li>stabilise, transfer to and secure patient on a stretcher</li> </ul>	Practical exercises	Classroom Group sessions		
6.3 Apply principles of fracture use immobilization equipm		The participant must be able to:  • if necessary, assist the nurse with the reduction/ application of traction/ vacuum splints and vacuum mattresses  • if necessary, assist the nurse with the stabilization of fractures in the femur/ pelvis	Demonstration	Classroom Group sessions		

Topic	7.0 HYPOTHERMIA, BURNS, CAUSTIC AND ELECTRICAL SHOCK				
Competence objectives  After completing the training, the participant will be able to:		Specification of competence objectives	Method	Learning environment	References
7.1 Describe dangers and imposafety	rtance of own	The participant must be able to conduct assessments at the scene of the accident, own and others' safety.	Theory lesson(s)	Classroom E-learning	
7.2 Treat burns, caustic and ele skin and eyes	ectrical shock to	<ul> <li>The participant must be able to:         <ul> <li>conduct a primary assessment based on ABCDE and take action</li> </ul> </li> <li>describe principles for cooling down/cleaning the injury</li> <li>cover with a moist sterile dressing or burn dressing in the event of burns</li> <li>be familiar with the risk of hypothermia when covering large areas of the body with moistened dressingswash eyes</li> <li>describe the danger of inhalation injuries and symptoms of these • describe threat of disruption to heart rhythm after electric shock</li> </ul>	Theory lesson(s) Practical exercises	Classroom Course premises	https://stami.no/appen -stromulykke-bidrar-til- meir-kunnskap-om- straumskader/

Topic	7.0 HYPOTHE	0.0 HYPOTHERMIA, BURNS, CAUSTIC AND ELECTRICAL SHOCK				
Competence objectives After completing the train participant will be able to:		Specification of competence objectives	Method	Learning environment	References	
7.3  Describe the dangers and s general loss of body heat (I and wrap the patient up		<ul> <li>The participant must be able to describe:         <ul> <li>symptoms of mild, moderate and severe hypothermia</li> <li>how hypothermia is prevented</li> <li>how to handle a patient with hypothermia – importance of gentle treatment and changing posture</li> <li>prehospital principles for rewarming – active/passive</li> <li>monitor and report changes to the nurse</li> </ul> </li> <li>The participant must be able to describe CPR in cases of hypothermia and drowning.</li> <li>The participant must be able to assist in wrapping a hypothermia/traumatised patient up.</li> </ul>	Theory lesson(s) Practical exercises Demonstration	Classroom		

#### 3 ASSESSMENT AND DOCUMENTATION OF TRAINING

#### 3.1 Assessment

The participant must be assessed during all practical exercises. Should the participant fail the practical exercise, they must be given a reason.

Once the course has been completed, the following must be carried out:

- practical check of basic first aid (ABC), including with drowning
- practical check of CPR with AEG
- theory test

Should the participant be assessed as falling short of the competence objectives, the participant must be failed.

#### 3.2 Documentation

A course certificate must be issued on passing the course.

The course certificate expires on the last day of the 12th month since the most recent course was completed.

# 4 REVISIONS

The following revisions have been made to this document:

Revision	Date
Version 5:	24 February
Chapter 1.1:	2025
Bullet points changed according to topic headings.	
Chapter 2.1:	
Minimum hours of practical exercises changed from 6 to 8 hours.	
Chapter 2.5:	
Added "markers (role players)" to the header. Added "Minimum competence at the level of the first responder system and necessary experience in emergency medicine. Markers (role players) are given Instructions that ensure realistic exercises and learning outcomes."	
Chapter 2.6:	
Topic 1.0 Introduction to First Aid:	
Competence objective 1.3 "describe basic management of a mentally unstable person" added as new competence objective.	
Previous competence objective 1.3 "describe the organisation of the acute medical emergency response" changed to 1.4. Under specification bullet point "emergency response doctor (second line)" removed.	
Previous competence objective 1.4 "describe acute medical treatment protocols" changed to 1.5. Under specification bullet point changed from "structure". Reference changed from "operator's".	
Previous competence objective 1.5 "use the patient monitoring form" changed to 1.6. Under specification first bullet point changed from "keep patient records", bullet point "deal with the duty of confidentiality" removed and new bullet point "understand the purpose of patient monitoring form" added. Removed classroom and e-learning and added course premises as learning environment.	

Competence objective 1.7 "communicate effectively within the team" added as new competence objective.

Previous competence objective 1.6 "describe the principles for establishing an emergency hospital" changed to 1.8. Under specification bullet point "criteria for establishing an emergency hospital" added.

Previous competence objective 1.7 "describe the contents of the medical emergency grab bag" changed to 1.9 "describe materials and equipment carried by nurses and first aid team". Under specification bullet point "the content of the medical emergency grab bag" removed, new bullet points "give examples of materials and equipment carried by nurses and first aid team to the patient" and "describe the purpose of emergency grab bag/ first aid bag/ nurses bag/ oxygen bag" added. Practical exercises added as method. Added learning environment.

Previous competence objective 1.8 "use the contents of the first aid kit" removed.

# Topic 2.0 Airways and breathing:

Removed "A and B" from the topic heading.

Competence objective 2.1 moved "practical exercise where the patient" with associated bullet points from method to specification. Removed "presentation", added "practical exercise" as method.

Competence objective 2.3 "thoracic stability" removed and "the participant must be able to monitor and report changes to the nurse" added under specification.

Competence objective 2.4 added bullet point "describe equipment: mask/ bag, tracheal tube, laryngeal tube, I-Gel tube".

Competence objective 2.5 "O2 glasses" added on second bullet point, "describe indication for oxygen therapy", "use pulse oxymeters and know at least two reasons for possible error display" and "describe normal values for when O2 is not needed" added as new bullet points under specification.

## <u>Topic 3.0 Circulatory failure and fluid treatment:</u>

Removed "C, fractures" from the topic heading.

Competence objective 3.2 "communicate critical values/findings and changes to medical personnel" removed and "monitor and report changes to the nurse" added under specification. Competence objective 3.3 "describe hazard elements and recognized recommendations when using tourniquet" added as new bullet point under specification.

Previous competence objective 3.4 "Describe the principles for treatment of fractures and the use of immobilisation devices" removed.

Previous competence objective 3.5 "Assist in establishing intravenous access and administering fluid therapy" changed to 3.4. Under specification bullet point "describe and locate relevant equipment" added as new bullet point, added "Intraosseous needle" on the second bullet point.

#### <u>Topic 4.0 Level of consciousness and acute medical conditions:</u>

Removed "D" from the topic heading.

Competence objective 4.1 changed from "Make an overall assessment: A+B+C+D". Specification changed from "A+B+C+D The participant must be able to sum up and prioritise observations and measures, A+B+C+D." Added practical exercises as method. Added classroom as learning environment.

Competence objective 4.3 "FAST" added on the last bullet point under specification. Added method and learning environment.

Competence objective 4.4 bullet point "assess ABC" removed, "monitor and report changes to the nurse" added, fifth bullet point changed from "practise handling medication while applying aseptic technique". Added learning environment.

#### <u>Topic 5.0 Cardiopulmonary resuscitation (CPR):</u>

Competence objective 5.2 "Assess the initiation of CPR" added as new competence objective.

Previous competence objective 5.2 "Perform basic CPR (CPR)" changed to 5.3. Under specification changed from "the criteria for initiating CPR" with associated subsections. Removed theory lesson(s) and added practical exercises as method. Added course premises as learning environment. Updated reference.

Previous competence objective 5.3 "Perform CPR with AED" removed.

Competence objective 5.4 added "describe" on the first bullet point, second bullet point changed from "preparing medication and Instruments", added "describe and prepare medications" as new bullet point, added "use O2 as an important part of CPR" as new bullet point under specification. Added practical exercises as method. Removed e-learning from learning environment. Removed reference.

#### <u>Topic 6.0 Trauma patients (ABCDE):</u>

Previous topic 7.0 trauma patients - head, neck and back injuries (ABCDE) changed to topic 6.0 trauma patients (ABCDE).

Competence objective 6.1 added "C". Under specification removed "the participant must be able to describe ABCDE, treatment principles and priorities", "added bullet point "be shown/ demonstrated and independently conduct a primary assessment and Implement measures based on C-ABCDE", added bullet point "be able to monitor and report changes to the nurse".

Competence objective 6.2 "carry out primary assessment, basic life saving first aid and secondary Investigation" removed.

Previous competence objective 6.3 "assist medical personnel with positioning a traumatised patient" changed to 6.2 Added classroom and group sessions as learning environment.

Competence objective 6.3 "apply principles of fracture treatment and use immobilization equipment" added as new competence objective.

# <u>Topic 7.0 Hypothermia, burns, caustic Injuries and electric shock:</u>

Previous topic 6.0 hypothermia, burns, caustic Injuries and electric shock changed to topic 7.0.

Competence objective 7.1 "describe dangers and importance of own safety" added as new competence objective.

Previous competence objective 7.1 "treat burns, caustic injuries and electric shock to skin and eyes" changed to 7.2. Under specification removed "make assessments at the injury site, own and others' safety" and "give first aid (ABC)", added "conduct a primary

assessment based on ABCDE and take action" and "describe the threat of disruption to heart rhythm after electric shock". Added reference.  Previous competence objective 7.2 "describe the dangers and symptoms of general loss of body heat (hypothermia) and wrap the patient up" changed to 7.3. Under specification removed "monitoring a hypothermia patient, take temperature" and "threat of disruption to heart rhythm after electric shock", added "monitor and report changes to the nurse".	
Version 4	31 May 2023
Chapter 2.3:	
Added "A person who has not been in an emergency response role and has not completed an emergency response course or other equivalent training during the last 5 years, must complete a new basic course."	
Version 3:	16 March 2017
Chapter 2.5:	
In table 1, the headings changed from "example of method" to "method" and from "example of learning environment" to "learning environment".	
Topic 6.0 Hypothermia, burns, and caustic and electrical injuries:	
Competence objective 6.1, bullet point 4 changed from "cover with moist sterile dressings or burn dressing for burns under 10 per cent, and dry sterile dressings when the extent of the injury exceeds 10 per cent" to "cover with a moist sterile dressing or burn dressing in the event of burns, be familiar with the risk of hypothermia when covering large areas of the body with moistened dressings".	
Version 2:	November 2016
Chapter 2.5:	
Topic 5.0 Cardiopulmonary resuscitation (CPR):	
Competence objectives 5.2, 5.3 and 5.4 references	
Updated link to the Norwegian Resuscitation Council (NRR) with regard to New Norwegian regulations for resuscitation	