



TERMS OF REFERENCE FOR THE REGIONAL TRAINING OF TRAINERS WITH THE AMERICAN RED CROSS IN TRINIDAD AND TOBAGO

Introduction

The IFRC along with National Societies is the world's leading trainer and provider of first aid and resuscitation. All 192 National Societies are engaged in first aid as one of their major community activities, training more than 20 million, and reaching more than 46 million people through the delivery of first aid, resuscitation, and preventive health messaging every year.

COVID 19 prevented NSs from delivering their FA programmes effectively worldwide. The IFRC has a renewed focus to reposition FA at the centre of its strategy¹. The pandemic has revealed various gaps in the Caribbean National Societies ability to provide First Aid training services to the public. One area affected the most was the recertification of trainers in the region.

Objective and Purpose

The strategy for the Caribbean would be to ramp up business strategies to fund responses to the growing number of people in need. It is apparent that many of the regional Societies cannot afford to match the demand for first aid courses by the general public due to insufficient first aid trainers and, for many, the lack of a suite of services to remain competitive.

As such, the purpose of this training exercise is to:

- Train trainers who can further train instructors on each island, in an effort to prepare for the ramping up of their individual commercial FA units;
- Offer training in new services which will be introduced in country to expand the services of commercial FA;
- Form a united Caribbean Commercial FA Unit to implement standardised FA training regionally so that we may;
- Offer FA training to regional corporate entities as one Caribbean group, thereby leveraging synergies and;
- Have trainers who are trained with the same standards for the benefit of the regional companies, thereby contributing to our regional value proposition.

The following courses will be taught using the American Red Cross Society's curriculum:

- Emergency Medical Response – this is the highest training in First Aid, aimed at persons working in the ambulance service and emergency medical type staff.
 - **Emergency Medical Responders** provide immediate lifesaving care to critical patients who access the emergency medical services system. EMRs have the knowledge and skills necessary to provide immediate lifesaving interventions while awaiting additional EMS resources to arrive. EMRs also provide assistance to higher-level personnel at the scene of emergencies and during transport. Emergency Medical Responders are a vital part of the comprehensive EMS response. Under medical oversight, Emergency Medical Responders perform basic interventions with minimal equipment.
- Wilderness, Remote, Delayed First Aid - The assessment of, and treatment given to an ill or injured person in the remote areas, poor health response mechanisms or disasters. In this type

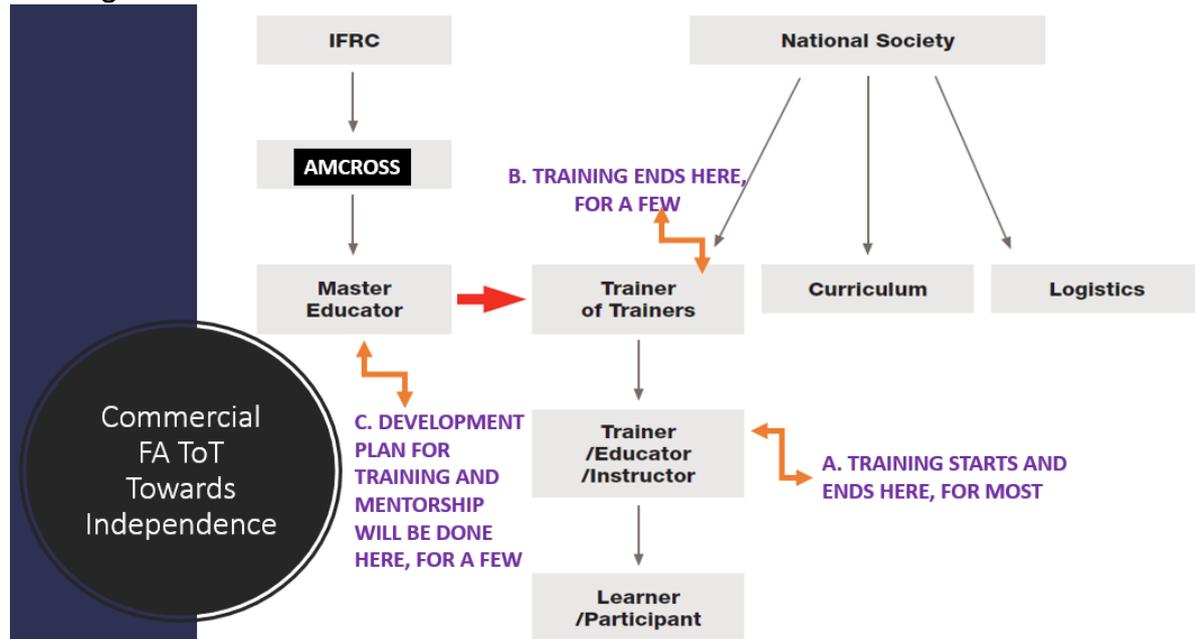
¹ [First-Aid-at-the-Center-of-IFRC-Strategy-2030_EN.pdf \(globalfirstaidcentre.org\)](#)

of setting, access to definitive care such as a hospital or clinic, as well as emergency transport may be delayed for hours or even days.

- Psychological First Aid - to know what psychological first aid is and what it is not, understand the three action principles of 'Look, Listen and Link', practise providing PFA to someone in distress, be aware of the importance of self-care when helping others.

Review the attached course outlines for EMR and Wilderness FA for more course content.

New Training Courses Specifically for Caribbean National Societies to Expand their FA Service Offering



National Society trainers will be trained as:

- Educators and instructors first. Based on performance, students will have the opportunity to be trained as,
- Trainer of Trainers. This should assist the NSs to sustain their FA services over time.
- A few will be selected by Amcross with a development plan to be Master Trainers. This should assist in keeping ToT active in the region, thereby creating regional independence.

Participant Profiles/Target Groups

Senior and more experienced FA instructors are encouraged to apply. Please see the attached profiles. Participants can train the public on return to the NS. Additionally, identified participants will have the opportunity to be trained as instructor trainers. This will not only contribute to the ramping up of the FA programme but ensure continuity of NS services. Due to the nature of this course all participants must be vaccinated and will be required to comply with all Covid protocols in the host country.

Next Steps

It is expected that after training, meetings with the Caribbean Commercial FA Unit, agreements signed and World FA Day celebrated, regional organisations will be targeted with a regional FA training proposal. For example, hotels and resorts, banks, distribution, manufacturing, insurance etc.

Dates and Mode

The event is expected to take place during the period 25th April to 8th May 2022 or 10th to 11th May for some. This event is completely face to face.

Location

The event will take place in Port of Spain, Trinidad and Tobago.

Course Outlines

Skills covered in each course are as follows:

- **Emergency Medical Response** is a dynamic 56-hour course that features lecture, video, simulated emergency situations, discussion and hands-on skill practice based on national EMS curriculum requirements. Topics Include:
 - Primary and Secondary Assessments; Taking Histories
 - Lifting and Moving Patients
 - Airway and Ventilation; Airway Management
 - Supplemental Oxygen
 - Circulation and Cardiac Emergencies
 - Poisoning, Environment and Behavioral Emergencies
 - Trauma Emergencies including Shock, Bleeding, Soft Tissue Injuries plus Chest, Muscles, Bones, plus more
 - Childbirth, Pediatrics & Older Adults
 - EMS Support including Hazardous Materials, Multiple-Casualty, other

Please note: *Students attending EMR will also be certified in First Aid; we can create a separate First Aid certification, if needed.*

- **Wilderness and Remote First Aid** provides an intensive training teaching advanced skills to be used in emergencies when help from professional rescuers may be far away. Must be at least 14 years old and hold a current Adult CPR/AED certification. Topics include:
 - Primary and Secondary Assessments
 - Head/Brain, Neck and Spinal Injuries
 - Heat-related Emergencies
 - Hypothermia
 - Altitude-related Illnesses
 - Allergies and Anaphylaxis

- Burns
 - Bone and Joint Injuries
 - Wounds and Wound Infections
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- **Psychological First Aid ToT** will be taught using the [Training of Trainers in Psychological First Aid for Red Cross and Red Crescent Societies](#) IFRC Psychosocial Support Centre curriculum. The ToT module prepares trainees to conduct their own training in the PFA based on *the IFRC manual Module 2 Basic PFA*. A participatory methodology will be implemented and avoiding the use of presentations. The reason is, that a goal for trainees is to practice interacting directly with a group when facilitating and to be able to create an active and participatory training environment by using direct human engagement and communication. Also, PFA IFRC FA 2020 guideline part will be introduced.

Skills covered in the course include:

- Introduction to PFA
- Introduction to PFA for Red Cross Red Crescent
- Trainer skills 1: Giving clear instructions
- Trainer skills 2: Role-plays and case studies
- Trainer skills 3: Managing challenging behaviors in training
- Trainer skills 4: Giving helpful feedback
- What is PFA? Distressing events
- Introducing Look, Listen and Link and how to be included in courses following FA guideline 2020
- Identifying who needs help and recognizing emotional reactions
- Calming someone in distress Active listening
- Complex situations and reactions
- Self-care
- Preparing own training
- Personal development plans
- Monitoring and evaluation of basic PFA training

Minimum participants requirement: Trainees should be familiar with:

- [A Guide to Psychological First Aid for Red Cross and Red Crescent Societies](#)
- The booklet [A Short Introduction to Psychological First Aid for Red Cross and Red Crescent Societies](#)
- PFA is part of the [IFRC FA guideline 2020](#). Pag 113 to 119.
- [2 videos Let's talk about PFA](#)

Pre-training study materials:

- A Guide to Psychological First Aid for Red Cross Red Crescent Societies
- [Training module 2 Basic PFA](#)

Additional pre-training study materials: Online training materials:

- [Online PFA training for COVID-19](#)
- [Online PFA training for COVID-19 – additional module: Remote supportive communication](#)
- [Online PFA training for COVID-19 – additional module: Loss & Grief](#)
- [Online PFA training for COVID-19 – additional module: PFA for children](#)
- [Online PFA training for COVID-19 – additional module: Caring for staff and volunteers](#)
- [Online PFA training for vaccine hesitancy](#)

Psychological First Aid Training Schedule

Activity	Time (mins)	Time	Materials
DAY ONE			
1. Opening the training 1.1 Welcome 1.2 Introduction game 1.3 Objectives of the training 1.4 Training schedule, practical info, and materials 1.5 Ground rules 1.6 Distribution of daily tasks	45	9:00-9:45	Flipchart with the training schedule written on it Paper and pens Flipchart and markers, tape, or pins Overview of tasks for pairs/groups
2. Introduction to PFA	45	9:45-10:30	Flipchart and markers
3. Introduction to PFA for Red Cross Red Crescent	15	10:30-10:45	Printed copies of the PFA manuals and modules
Break	15	10:45-11:00	
4. Trainer skills 1: Giving clear instructions	45	11:00-11:45	LEGO, other building blocks or drawing
5. Trainer skills 2: Role-plays and case studies	15	11:45-12:00	Case study templates
6. Trainer skills 3: Managing challenging behaviours in training 3.1 Role-plays with challenging behaviours 3.2 Brainstorm how to respond to participants with challenging behaviours 3.3 Managing challenging and difficult situations	60	12:00-13:00	Copies of cases of challenging or difficult situations in trainings
Lunch	60	13:00-14:00	
7. Trainer skills 4: Giving helpful feedback	30	14:00-14:30	Feedback for trainer facilitation practice
8. Trainees prepare their sessions	30	14:30-15:00	Training manuals of Module 2: Basic PFA Facilitation practice schedule
Break	15	15:00-15:15	
9. Closing the day	15	15:15-15:30	
DAY TWO			
Opening of day two	15	9:00- 9:15	
Facilitation practice 1 What is PFA? Distressing events	60	09:15-10:15	Training manuals of Module 2: Basic PFA
Break	15	09:15-10:15	
Facilitation practice 2 Reactions to distressing events	60	10:30-11:30	Training manuals of Module 2: Basic PFA

Facilitation practice 3: Introducing Look, Listen and Link Identifying who needs help and recognising emotional reactions	60	11:45-12:45	Training manuals of Module 2: Basic PFA
Lunch	45	12:45-13:30	
Facilitation practice 4: Calming someone in distress Active listening	60	13:30-14:30	Training manuals of Module 2: Basic PFA
Break	15	14:30-14:45	
Facilitation practice 5: Complex situations and reactions	60	14:45-15:45	Training manuals of Module 2: Basic PFA
Break	15	15:45-16:00	
Facilitation practice 6: Psychosocial triage Possible challenges in providing PFA	60	16:00-17:00	Training manuals of Module 2: Basic PFA
Evaluation and closing of the day	15	17:00-17:15	
DAY THREE			
Opening of day three	15	9:00- 9:15	
Self-care Exercises from Module 2 Basic PFA and group work	60	9:15 – 10:15	Flipchart and markers
Break	15	10:15-10:30	
Open space	60	10:30-11:30	
Preparing own trainings	60	11:30-12:30	Flipchart and markers
Personal development plans	45	12:30-13:15	Copy of questions on personal development plan, paper and pens
Lunch	45	13:15-14:00	
Monitoring and evaluation of basic PFA trainings	45	14:00-14:45	Pre- and post-training tests Training evaluation form
Evaluation of the training of trainers	15	14:45-15:00	Evaluation of the training of trainers
Closure of the training	30	15:00-15:30	Certificates

Material needed during the training sessions are described in the schedule and some copies will need to be delivered to the participants.

Certificates: pending to be defined.

Recommendations:

- To share with participants before the training the documents mentioned in the section **minimum participants requirement**.