

Guidelines - Elementary First Aid Course (EFA) (Included in TEAP B, App: VI/1C)

Training Circular No. 30 of 2004

No: 11-TR(52)/2003

Dated: November 25, 2004

Subject: Guidelines - Elementary First Aid Course (EFA)

Maritime safety and efficiency is of utmost concern to the Directorate General of Shipping (DGS), the constituted authority of the Government of India for all maritime affairs.

It was noticed that some training institutes barely met the minimum standards set by the Directorate, while other provided training facilities that were world class. In order to bring about uniformity of training, amenities and equipment provided by all, old guidelines were revised and new ones formulated. This was done by the DGS in consultation with the training institutes and employers (shipowners and manning agencies). Draft guidelines were displayed on the website of the DGS and comments invited from interested parties, regardless of the position or office held.

Meetings of interested parties were held and modification made to the draft guidelines. In keeping with Government policy, the guidelines have been made in as transparent manner as practicable. The final guidelines for Elementary First Aid Course (EFA) is attached herewith

It is expected that training institutes would follow these guidelines in letter and spirit.

The above guidelines shall come into force w.e.f. 01.05.2004.

This issues with the approval of the Director General of Shipping and ex-officio Addl. Secretary to the Government of India.

Sd/-

(Naresh Salecha)

Sr.Dy. Director General of Shipping

MANDATORY GUIDELINES FOR TRAINING INSTITUTES FOR OBTAINING APPROVAL FROM DIRECTORATE GENERAL OF SHIPPING TO CONDUCT ELEMENTARY FIRST AID COURSE (EFA)

To avoid unnecessary repetition, reference has been made herein to DGS Order no: 1 of 2003 (Guidelines for the conduct of Pre-Sea Training courses for Merchant Navy) wherever appropriate.

TABLE OF CONTENTS

1. BASIC DETAILS OF THE COURSE
 - i. Aims:
 - ii. Objectives:
 - iii. Application:
2. APPROVALS

3. QUALIFICATION AND ELIGIBILITY OF CANDIDATES

1. Entry Standards:
2. Required Attendance:
3. Course intake limitations:

4. INFRASTRUCTURE REQUIREMENT

5. COURSE DETAILS

6. HOLIDAYS

7. FACULTY REQUIREMENT

- i. Qualifications and experience of Course " in " charge
- ii. Qualifications and experience of faculty members
- iii. Visiting faculty members:
- iv. Age Limit

8. FACULTY / INSTRUCTOR STRENGTH

9. COURSE DURATION

10. ASSESSMENT

11. QUALITY STANDARDS

12. INSPECTIONS

13. FEES TO GOVT.

14. Annexure 1 ' List of library books.

15. Annexure 2 ' Form of certificate

ELEMENTARY FIRST AID COURSE

1. BASIC DETAILS OF THE COURSE

i. Aims:

This course aims to provide the training for candidates to provide elementary first aid on board ship, in accordance with Section A-VI/1 of the STCW code..

ii. Objectives:

This syllabus covers the requirements of the 1995 STCW Convention Chapter VI, Section VI/1, Table A VI/1-3 and META Manual Vol-II, Appendix M-VI/IC. On meeting the minimum standard of competence in elementary first aid, a trainee will be competent to take immediate action upon encountering an accident or medical emergency until the arrival of a person with medical first aid skills of the person in charge of medical care on board.

iii. Application:

These guidelines shall be applicable from 1st Dec 2004

2. QUALIFICATION AND ELIGIBILITY OF CANDIDATES

1. Entry Standards:

The course is open to all seafarers who are to serve on board seagoing merchant ships. There are no particular educational requirements.

2. Required Attendance:

100% attendance is required for successful completion of the course. However, in exceptional circumstances, a student is allowed absence of up-to one day subject to his attending the lectures missed out during the next course at the same institute. The institute shall keep proper records of such cases.

3. Course intake limitations:

The number of students shall not exceed 24 per class.

3. INFRASTRUCTURE REQUIREMENT

Physical requirement for classrooms, black/white boards, overhead projector, screen, notice board, study environment and teaching equipment are to be provided as per DGS Order no: 1 of 2003. Library books and equipment to include items contained in Annexure 1.

4. COURSE DETAILS

Course duration: 2.5 days

Course outline: As per Annexure 2

Detailed Teaching Syllabus: As per IMO Model Course 1.19 (Recommended)

5. HOLIDAYS

Sundays shall be holidays.

Independence Day and Republic Day shall be compulsory holidays.

Students shall normally enjoy the holidays observed by the Govt of the state in which the institute is located.

6. FACULTY REQUIREMENT

- i. Certificate of Competency as Master(FG) , issued or recognised by the Government of India. and at least 5 years service on Merchant ships of which at least one year at management level

Or

MBBS Medical Practitioners

- ii. Qualifications and experience of faculty members

Duly qualified Paramedic

or

Duly qualified Nurse

- iii. Training of Trainers & Assessors Course:

DGS Order no: 1 of 2003.

7. FACULTY / INSTRUCTOR STRENGTH

Not less than one Master Mariner (inclusive of the course-in-charge).

OR

One MBBS Medical Practitioner.

Not less than one instructor.

A minimum of 50% of the entire portion must be covered by regular faculty.

8. COURSE DURATION

A total of 15 hours of lectures, including practical training and assessment.

9. ASSESSMENT

A written test would be carried out at the end of each course.

10. QUALITY STANDARDS

As per DGS Order no: 1 of 2003.

11. COST OF INSPECTIONS

As per DGS Order no: 1 of 2003 and as per Training Circular No.28 of 2004 dated 11.10.2004.

12. FEES TO GOVT.

As per DGS Order no: 1 of 2003.

ANNEXURE '1

TEACHING AIDS

Equipment

Audiovisual aids: video cassette player, TV, slide projector, overhead projector, etc. Photographs, models, or other representations of various vessels and vessel parts to illustrate operational elements.

The following equipment should be available:

1. Ship's medical chest with contents (no drugs)
2. Various splints, braces, etc
3. Dressing, bandages
4. Life-size dummy for practical resuscitation training
5. Stretcher

Video cassette(s) on following ship related subjects:

6. A matter of Life and Death
7. Dealing with Shock
8. Bone and Muscle Injuries
9. Dealing with the unexpected
10. Entering into Enclosed Spaces

Publications recommended

A Course Compendium of IMO Model Course 1.13 is recommended to be used as a textbook

IMO/ILO references (R) (mandatory)

11. The International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1995 (STCW 1995), 1998 edition (IMO Sales No. 938E)
12. Medical section (pages 111 to 148) of International Code of Signals, 1987 edition (IMO Sales No. 994E)
13. Assembly Resolution A.438 (XI) - Training and qualification of persons in charge of medical care aboard ship
14. IMO/ILO Document for Guidance, 1985 (IMO Sales No 935E)
15. ILO/IMO/WHO International Medical Guide for Ships (IMGS), 2nd ed., (Geneva, World Health Organization, 1988) (ISBN 92 4 154231 4)
16. Medical First Aid Guide for use in Accidents Involving Dangerous Goods (IMFAG) (IMO Sales No. 251E)

Annexure II

COURSE OUTLINE

lementary First Aid (EFA) Course

Duration: 2.5 working days

Total hours: 15 hours

Sr. No	Topic	Methods of teaching	Duration
1	General Principles	Lecture / Presentation	1.0 Hours
2	Body Structure and Functions	Lecture / Presentation;	2.0 Hours
3	Positioning of Casualty	Lecture / Presentation;	1.5 Hours
4	The Unconscious Casualty	Lecture/Presentation/Workshop/Exercises	1.0 Hours
5	Resuscitation	Lecture/Demonstration of Equipments	2.0 Hours
6	Bleeding	Lecture/Presentation/Workshop/Exercises	1.5 Hours
7	Management of Shock	Lecture/Presentation/Workshop/Exercises	1.0 Hours
8	Burns and Scalds, and Accidents caused by Electricity	Lecture/Presentation/Workshop/Exercises	1.0 Hours
9	Rescue and Transport of Casualty	Lecture/Presentation/Exercises/Contingency plans for various security related emergencies	1.5 Hours
10	Other Topics	Lecture / Presentation	2.0 Hours
TOTAL			15.0 Hours

Note: Teaching staff should note that outlines are suggestions only as regards sequence and length of time allocated to each objective. These factors may be adapted by lecturers to suit individual groups of trainees depending on their experience, ability, equipment and staff available for training.