



HUMAN EMERGENCY LIFE PROGRAMME

VAT Reg. No. 4530226622

GAUTENG

Reg. No. CK 1996/019225/23



E-mail: info@helpemt.co.za
Website: www.helpemt.co.za

16 Terrace Road, Eastleigh Ridge, Edenvale
PO Box 8808, Edenglen, 1613
Tel: +27 0(86) 101-HELP (4357)
Fax: +27 0(86) 514-9267
Cell: +27 0(82) 338-2847

TRAINING INFORMATION 2012

Dear Prospective Learner,

Thank you for your interest in our pre-hospital emergency training. We offer a wide range of other courses that are recognised in South Africa, as well as internationally. These courses are as follows:

*** FAMILY AND FRIENDS CPR**

The three (3) hour Family and Friends CPR Course is aimed at members of the public, family members, relatives and friends of adults and children at risk for sudden death. It is ideal for laypersons with no prior medical knowledge who want to learn life saving rescue skills for their loved ones.

The Course provides a basic orientation to the skills of CPR and choking for adults, children and infants, and how to activate the emergency services. A 40-page Family and Friends CPR Booklet is provided to each participant for review before, during and after the Course. Two credit card-size Reminder Cards are included with the booklet, displaying the simple steps for adult, child and infant CPR, and providing information on the recognition of heart attack and stroke.

The course fee is R 285-00 per course participant.

*** FAMILY AND FRIENDS FIRST AID FOR CHILDREN**

The one (1) hour Family and Friends First Aid for Children Course is aimed at members of the public, family members, relatives and friends with no prior medical knowledge who would like to receive a basic orientation to first aid for their children.

The Course provides information on child safety, basic first aid, medical emergencies, injury, and environmental emergencies. A 44-page Family and Friends First Aid for Children Booklet is provided to each participant for review before, during and after the Course.

The course fee is R 171-00 per course participant

Human Emergency Life Programme (Gauteng) cc

Members:
D J Taylor (Btech EMC), M J Taylor (AIISA)

*** HEARTSAVER CPR AND AED**

The four and a half (4½) hour Heartsaver CPR and AED Course is designed to teach the techniques of CPR and choking in adults, children and infants and the use of Automated External Defibrillators to all lay rescuers, particularly those who are expected to respond to emergencies in their occupation or workplace. The Course is ideal for security personnel, law enforcement officers, firefighters, lifeguards, swimming coaches, health and fitness staff, corporate and retail employees and other lay responders who might be exposed to, or have access to, an Automated External Defibrillator.

The Course provides hands-on practice in the skills of CPR and choking for adults, children and infants, including the use of barrier devices and pocket masks, the use of Automated External Defibrillators, and how to activate the emergency services. A 51-page Heartsaver CPR and AED Student Workbook is provided to each participant for review before, during and after the Course. Two small Reminder Cards are included with the Workbook, displaying the simple steps for adult, child and infant CPR, and providing information on the recognition of heart attack and stroke.

The course fee is R 500-00 per course participant.

*** HEARTSAVER FIRST AID**

The four and a half (4½) hour Heartsaver First Aid Course is designed to teach the basics of first aid to all lay rescuers, particularly those who are expected to respond to emergencies in their occupation or workplace. The Course is ideal for security personnel, law enforcement officers, firefighters, lifeguards, swimming coaches, health and fitness staff, corporate and retail employees and other lay responders who might be exposed to daily medical emergencies.

The Heartsaver First Aid Course is NOT accredited with the South African Department of Labour as a recognised first aid course for industry purposes, as it does not meet the minimum time requirements, or content for a Level One First Aid Course.

The course provides information and hands-on practice in first aid basics, medical emergencies, injury emergencies and environmental emergencies, as well as hands-on practice in the skills of CPR and choking for adults, children and infants, including the use of barrier devices and pocket masks, the use of Automated External Defibrillators, and how to activate the emergency services. An 80-page Heartsaver First Aid workbook is provided to each participant for review before, during and after the Course. A quick-reference card is also included with the workbook, providing information on checking the ill or injured person; adult CPR and AED; choking; severe allergic reaction; stroke; seizures; and bleeding you can see.

The course fee is R 500-00 per course participant.

*** HEARTSAVER FIRST AID, CPR AND AED**

The eight (8) hour Heartsaver First Aid, CPR and AED Course is designed to teach the basics of first aid to all lay rescuers, particularly those who are expected to respond to emergencies in their occupation or workplace. The Course is ideal for security personnel, law enforcement officers, firefighters, lifeguards, swimming coaches, health and fitness staff, corporate and retail employees and other lay responders who might be exposed to daily medical emergencies and who might be exposed to, or have access to, an Automated External Defibrillator.

The Heartsaver First Aid, CPR and AED Course is NOT accredited with the South African Department of Labour as a recognised first aid course for industry purposes, as it does not meet the minimum time requirements, or content for a Level One First Aid Course.

The course provides information and hands-on practice in first aid basics, medical emergencies, injury emergencies and environmental emergencies. A 126-page Heartsaver First Aid, CPR and AED workbook is provided to each participant for review before, during and after the Course. A quick-reference card is also included with the workbook, providing information on checking the ill or injured person; adult CPR and AED; choking; severe allergic reaction; stroke; seizures; and bleeding you can see. Two small Reminder Cards are also included with the Workbook, displaying the simple steps for adult, child and infant CPR, and providing information on the recognition of heart attack and stroke.

The course fee is R 700-00 per course participant.

*** LEVEL ONE FIRST AID**

This sixteen hour course is designed to teach the basic skills of first aid to all lay rescuers, and includes the following subjects:

- Why do first aid?
- Organisation and Action at an emergency
- Calling the emergency services
- Moving the injured victim
- Cardiopulmonary Resuscitation (CPR) for adult victims
- Choking (relief of foreign-body airway obstruction) for adult victims
- The recording of vital signs
- Bleeding and injuries, including treatments
- Bandaging and splinting
- Recognition and basic management of spinal injuries

Successful course completion requires the passing of a multiple choice questions examination, as well as a successful skills demonstration.

The Level One First Aid Course is accredited with the South African Department of Labour as an appropriate first aid course for industry and is valid for a period of three years, in accordance with the Occupational Health and Safety Act, 1993.

The course fee is R 850-00 per course participant.

*** LEVEL TWO FIRST AID**

This twenty-two hour course is designed to teach more advanced skills of first aid to all lay rescuers who have successfully completed a level one first aid course, and includes the following subjects:

- Why do first aid?
- Accident scene management
- Calling the emergency services
- Moving the injured victim
- The recording of vital signs
- Airway and breathing
- Unconsciousness
- Cardiopulmonary resuscitation (CPR) for adult, child and infant victims
- Choking (relief of a foreign-body airway obstruction) for adult, child and infant victims
- Circulation
- Bleeding and shock
- Wounds
- Burns
- Head and eye injuries
- Spinal injuries
- Chest injuries
- Abdominal injuries
- Fractures and dislocations
- Medical emergencies
- Cardiovascular disorders
- Stroke
- Respiratory emergencies
- Diabetic emergencies
- Epilepsy and seizure disorders
- Poisoning
- Environmental illness and injuries
- Communicable diseases

Successful course completion requires the passing of a written examination, as well as a successful skills demonstration.

The Level Two First Aid Course is accredited with the South African Department of Labour as an appropriate first aid course for industry and is valid for a period of three years, in accordance with the Occupational Health and Safety Act, 1993.

The course fee is R 1150-00 per course participant.

*** LEVEL THREE FIRST AID**

This thirty-five hour course is designed to teach more advanced skills of first aid to all lay rescuers who have successfully completed a level two first aid course, and includes the following subjects:

- Why do first aid?
- Accident scene management
- Calling the emergency services
- Moving the injured victim
- The recording of vital signs
- Airway and breathing
- Unconsciousness
- Cardiopulmonary resuscitation (CPR) for adult, child and infant victims
- Choking (relief of a foreign-body airway obstruction) for adult, child and infant victims
- Circulation
- Bleeding and shock
- Wounds
- Burns
- Head and eye injuries
- Spinal injuries
- Chest injuries
- Abdominal injuries
- Fractures and dislocations
- Medical emergencies
- Cardiovascular disorders
- Stroke
- Respiratory emergencies
- Diabetic emergencies
- Epilepsy and seizure disorders
- Poisoning
- Environmental illness and injuries
- Communicable diseases
- Paediatric emergencies
- Emergency childbirth

Successful course completion requires the passing of a written examination, as well as a successful skills demonstration.

The Level One First Aid Course is accredited with the South African Department of Labour as an appropriate first aid course for industry, and is valid for a period of three years, in accordance with the Occupational Health and Safety Act, 1993.

The course fee is R 1400-00 per course participant.

All first aid and CPR course participants will receive a textbook, (which is theirs to keep), a CPR key-ring pouch which contains a pair of latex gloves and a CPR mouthpiece, and then a certificate on successful course completion.

All CPR certificates received are locally and internationally recognised and are valid for a period of two years, after which re-evaluation is required.

First aid and CPR courses are run on a “demand” basis, as the majority of our training is corporate. We will therefore run courses’ as corporations require them. The first aid and CPR courses can be done on site, providing that there is a multi-system television available on the premises, as certain training videos require this. Please note that a travel fee will be charged for on-site training, depending on how far your premises are from ours. The minimum number of course participants required for on-site training is ten (10).

Off-site training is done at our Terrace Road (Edenvale) premises. The fees for first aid and CPR courses are negotiable should ten (10) or more course participants be sent from an institution.

If you would be able to notify us of your available dates, and whether you would like your training to be done at our facilities, we will be able to arrange instructors and accommodate you as best possible.

One-on-one first aid and CPR training is also offered to those who we can not accommodate on a booked course. Please enquire telephonically or via fax/e-mail as to the private tuition course fees.

*** BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS**

The five (5) hour BLS for Healthcare Providers Course is intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital settings. These healthcare providers may include (but are not limited to) doctors, nurses, paramedics, medical technicians, respiratory therapists, physical and occupational therapists, doctor’s assistants, registrars, interns, medical and nursing students in training, aides, medical and nursing assistants and other allied health personnel.

The Course is also designed for anyone who is required to take a Healthcare Provider Course for employment. The Course is a prerequisite for advanced courses in resuscitation, including Advanced Cardiovascular Life Support (ACLS), Paediatric Advanced Life Support (PALS), Advanced Neonatal Life Support (ANLS), Advanced Medical Life Support (AMLS) and BLS Instructor Courses.

The Course comprises 36 modules and teaches the skills of CPR and choking for victims of all ages, including ventilation with barrier devices, pocket masks, bag-valve-mask devices with supplemental oxygen, and the use of Automated External Defibrillators. A 62-page BLS for Healthcare Providers Student Manual is provided to each participant for review before, during and after the Course. For successful completion of the Course, participants will be expected to demonstrate proficiency in CPR and AED use, and obtain a score of at least 85% in the final written evaluation.

The course fee is R 900-00 per course participant.

*** BASIC LIFE SUPPORT CPR AND FIRST AID INSTRUCTOR**

The Basic Life Support (BLS) Instructor Course is a 2 day programme designed to prepare BLS instructors to disseminate the science, skills and philosophy of resuscitation programmes to participants enrolled in BLS Courses.

The Course provides a structured initiation for instructor candidates and serves as the foundation for their development. It provides instructor candidates the opportunity to develop and refine their presentation and teaching skills. After completing the Course, instructor candidates are expected to continue to prepare and practice with guidance from experienced instructors.

After a period of mentoring and monitored teaching experiences, the instructor candidate becomes a BLS Instructor capable of teaching Resuscitation Council CPR and Basic Life Support Courses.

Included with the Basic Life Support CPR Instructor course is the first aid instructor course, allowing successful candidates to instruct first aid under the auspices of the H.E.L.P. Academy or another Department of Labour registered institution.

MANDATORY PRE-ENTRY REQUIREMENTS

1. Instructor candidates must hold a valid 2010 Guidelines AHA BLS for Healthcare Provider Certificate.
2. Instructor candidates must be linked to a recognised Basic Life Support Training Centre.
3. Instructor candidates must achieve at least 90% on the pre-entry written examination.
4. Instructor candidates must be monitored within 3 months of the BLS Instructor Course.
5. Instructor candidates must be prepared to attend a formal Update every two years.

It is to be noted that an instructor candidate must be at least the qualification above the first aid qualification he or she intends on teaching, i.e. should a candidate wish to teach up to level three first aid, he or she should hold the minimum qualification of Basic Ambulance Assistant or higher. Should a candidate only hold a first aid qualification, he or she will only be permitted to teach the levels lower than his or her current first aid qualification level.

The course fee is R 4 000-00 per course participant.

*** BASIC AMBULANCE ASSISTANT COURSE**

This is the entry-level course into the professional field of pre-hospital emergency care, and is registered with the Department of Health and the Health Professions Council of South Africa (HPCSA).

The course is open to all lay-persons, as well as to those already in the healthcare sector, who wish to hold a registerable qualification which would allow the rescuer to render professional and legal pre-hospital emergency medical care.

The course includes the following subjects:

- * Medicolegal Law
- * Human anatomy and physiology
- * Emergency vehicles and driving
- * Automated External Defibrillation
- * Cardiovascular Emergencies
- * Pulmonary Emergencies
- * Diabetic Emergencies
- * Burns
- * Poisons, Bites and Stings
- * Communicable Diseases
- * Asthmatic Emergencies
- * Thoracic Trauma & Treatment
- * Pain and Pain Relief (Medication)
- * Paediatric Emergencies
- * Fractures, Sprains and Dislocations
- * Transportation of Sick and Injured
- * Extrication
- * Health Professions Protocols
- * Emergency medical equipment
- * Patient Assessment
- * Basic Life Support Mega-Code
- * Cerebrovascular Emergencies
- * Acute Abdominal Emergencies
- * Epilepsy and Seizures
- * Drowning and Near-Drowning
- * Shock and the Treatment thereof
- * Obstetrics and Gynaecology
- * Head Trauma and Treatment
- * Abdominal Trauma & Treatment
- * Oxygen Therapy
- * Wounds and Bleeding
- * Dealing with Special Patients
- * Ambulance Communications
- * Hazardous Materials

ENTRY REQUIREMENTS

Candidates wishing to attend the Basic Ambulance Assistant course at the H.E.L.P. Academy will have to meet the following criteria:

- Candidates must have a valid Matric/Grade 12 completion certificate (mathematics, physical science and biology would be advantageous).
- Candidates must be fully conversant in English, as all lectures and examinations are completed in English.
- Candidates must hold a valid level one first aid certificate (Department of Labour Registered).
- Candidates must be at least sixteen (16) years old (while currently holding a valid Matric/Grade 12 completion certificate).

COURSE DETAILS

Since the Basic Ambulance Assistant (BAA) course is a professional qualification, course participants have to register with the Health Professions Council of South Africa, on successful course completion.

This registration with the H.P.C.S.A. means that the BAA course does not have to be completed again at any stage, so it is nothing like having a first aid certificate, which has to be redone every three years.

The course has both a theoretical and an in-class practical component. All candidates registered for the BAA course are advised to apply at their local government or private

ambulance service in order to further facilitate their learning experience by working “on-road”. Where possible the H.E.L.P. Academy will assist candidates with their work experience applications. All practical course components are however covered in the classroom and on-road experience in not mandatory.

As an added extra, our training academy is affiliated to the American Heart Association, through our strong bonds with the Resuscitation Council of Southern Africa. As a part of the H.E.L.P. BAA course, we include the additional qualification known as the Basic Life Support for Healthcare Providers, which is internationally recognised by the American Heart Association. An extra fee of **R 800-00** is charged for the certification in the BLS for Healthcare Providers course, within our BAA course. This is not a compulsory section of the course, and is only offered as an added extra.

The BLS for Healthcare Providers course is also a standard pre-requisite course required for the completion of the internationally recognised Cardiopulmonary Resuscitation Instructors Course, which is also offered by our training academy.

The full-time course is run for duration of approximately six (6) weeks, with classes being held Tuesday to Friday, from 09h00 to 16h00. The part-time course is run for duration of approximately four months with classes being held three nights a week (normally Tuesday, Wednesday and Thursday evenings), starting at 18h00 and ending at 21h30.

APPLICATIONS

An application and indemnity form are included for perusal. Should a candidate wish to apply for the BAA course, they are to please complete the application in **BLACK** ink and return it along with the previously mentioned documents to our offices.

Please be advised, that registration do follow on a first-come-first-serve basis, and only the first twelve (12) candidates that has met the requirements will be accepted per the next available course. In order to ensure a booking, you need to submit your completed application form, a copy of your ID, proof of payment, and the pre-requisite documents as per the course requirements.

Please note that faxed applications are accepted, although the original application documents are to be returned to our offices. Where necessary, candidates may post all the necessary documentation to our offices marked for the attention of the Principal at **PO Box 8808, Edenglen, 1613**.

All postage costs are to be borne by the candidate, and the H.E.L.P. Academy will not pay in any required postage payments in order to collect candidate applications. Please ensure that you affix appropriate postage to any posted applications.

COURSE FEES

The fee for the full-time course is **R 8 500-00**, all-inclusive, and for the part-time course is **R 11 000-00** (owing to the extended duration of the course) all-inclusive. This fee will cover the cost of the H.E.L.P. course work/textbook, all student handouts, practical experiential training on the EMS vehicles (where possible), final examination costs, refreshments for the duration of the course and of course the BAA certificate on successful course completion.

Course fees are please to be paid in full with the registration, so as to ensure your place on the course. Should any candidate have a problem in this regard, they are to please contact our offices, and depending on the prevailing situation, other arrangements may be discussed and arranged.

Any monies paid to the H.E.L.P. Academy are non-refundable in accordance with the agreement which is signed on the student application form.

*** AMBULANCE EMERGENCY ASSISTANT COURSE**

The AEA course will cover every subject taught on the BAA course, upgrading your level of knowledge and skill in each subject to the level of Intermediate Life Support. The AEA course will also include these extra subjects:

- * Intermediate Life Support Medication Protocols
- * ECG Recognition and Management
- * Manual Defibrillation
- * The PASG
- * Primary Healthcare
- * Hands-on Experiential Training
- * Pulse-oximetry
- * Intravenous Therapy
- * Ballistics
- * Wound care and closure

The course is comprised of an in-class training/preparation portion, as well as an on-road/in-hospital experiential training portion. The in-class portion of the AEA course will total at least three hundred (300) hours. The on-road portion of the AEA course will total at least two hundred (200) hours.

The full-time AEA course in-class lectures and practical sessions will be held from Monday to Friday, 09h00 to 16h00, while the part-time AEA course in-class lectures and practical sessions will be held Monday, Tuesday and Wednesday evenings from 18h00 to 21h30, and every second Saturday from 12h00 to 16h00.

The full-time AEA course should take approximately three and a half months to complete, while the part-time AEA course should take approximately nine months to complete.

ENTRY REQUIREMENTS

Candidates wishing attend the Ambulance Emergency Assistant course at the H.E.L.P. Academy will have to meet the following criteria:

- Candidates must hold current registration with the Health Professions Council of South Africa (HPCSA) as a Basic Ambulance Assistant (BAA).
- Candidates must have been registered with the HPCSA as a BAA for a period of at least one (1) year.
- Candidates must have verified proof of at least 1000 worked patient care hours within the last one (1) to two (2) years.
- Candidates must have a valid Matric/Grade 12 (or post-school qualification) completion certificate (mathematics, physical science and biology would be advantageous).
- Candidates must hold a current certification in the American Heart Association BLS for Healthcare Provider course.

All candidates meeting the above requirements who wish to apply for the AEA course will have to furnish proof of said requirements together with a completed original application form (no copies will be accepted). Those candidates will then be eligible for the AEA entrance examination.

ENTRANCE EXAMINATIONS

No candidate will be accepted onto the AEA course without completing an entrance examination, which comprises a written examination (long and short question based). Candidates will not have to complete a practical CPR examination as they will have already been seen to be proficient in CPR on the BLS for Healthcare Provider course.

The entrance examination fee is R400-00 per candidate, and this amount is non-refundable (i.e. if you take the entrance examination and are not admitted onto the AEA course, you will NOT receive your entrance examination fee back).

All entrance examination fees or proofs of payment/deposit are to be paid when handing in the AEA course application.

Please note that not every candidate who completes the entrance examination will actually be selected to be a course participant. There are only twelve (12) spaces on each AEA course (full-time and part-time), and there are always more applicants than available spaces.

Selection of the course participants will be based on an interview with the candidate and Academy staff; entrance examination results; and relevant experience in the Emergency Medical Services. This however does not necessarily mean that those candidates with the most on-road experience will be selected over any other candidate. Selection is at the discretion of the Academy Principal.

Entrance examination fees may be paid in cash, by credit card, by bank guaranteed cheque or by direct account deposit. Candidates, who make a payment via direct deposit or electronic funds transfer, are to please use their names as the deposit/transfer reference, in order that we can trace the payment back to the appropriate candidate. Please note that credit card payments are subject to an extra 3,5% surcharge.

No candidate will be admitted into the entrance examination unless the examination fee has been paid.

For those candidates who need to complete the **BLS for Healthcare Provider Course**, please contact the Academy offices to confirm when the course will be running prior to the AEA entrance examinations. Early booking for this course is essential!

Entrance examination dates are available from the Academy offices. Examinations will be held at the Academy premises, commencing at 10h00. Examinations will go on for approximately four hours, ending at approximately 14h00.

COURSE FEES

The full-time AEA course fee is R27 000-00 per course participant and the part-time AEA course is R36 000-00 per course participant. As soon as a candidate has been notified that they have been accepted onto the H.E.L.P. Academy AEA course, the candidate will have one (1) week in which to pay half of the course fee to the Academy as the registration fee. The remaining half of the course fee is payable anytime from the start of the course up to the mid-term examinations.

Candidates who have not paid the registration fee within one (1) week of being notified that they have been accepted onto the AEA course will be removed from the register and a new candidate accepted onto the course in their place. Course participants who have not paid the remaining half of the course fees by mid-term examinations will also be removed from the class register and will not be permitted to continue with the AEA course.

Any monies paid to the H.E.L.P. Academy are non-refundable in accordance with the agreement which is signed on the student application form. All course fees stated are inclusive of VAT.

APPLICATIONS

An application and indemnity form are included for perusal. Should a candidate wish to apply for the AEA entry examinations/course, they are to please complete the application in **BLACK** ink and return it along with the previously mentioned documents to our offices.

Please note that no faxed applications will be accepted. Where necessary, candidates may post all the necessary documentation to our offices marked for the attention of the Principal at **PO Box 8808, Edenglen, 1613**.

All postage costs are to be borne by the candidate, and the H.E.L.P. Academy will not pay in any required postage payments in order to collect candidate applications. Please ensure that you affix appropriate postage to any posted applications.

✳ **INTERNATIONAL TRAUMA LIFE SUPPORT COURSE**

The ITLS course is an intense 3-day learning experience dealing with the recognition and management of trauma and trauma associated syndromes. The course aims to teach an innovative and structured approach in managing victims of trauma.

The ITLS Advanced course is intended for Intermediate Life Support and Advanced Life Support practitioners (including nurses and doctors), while the ITLS Basic course is aimed at Basic Life Support practitioners.

Topics covered on both courses include:

- Initial approach and scene size-up
- Assessment of the trauma victim using the ITLS approach
- Airway management and access in the trauma victim
- Head and spinal injuries
- Thoracic trauma
- Abdominal trauma
- Extremity trauma
- Trauma in the elderly and the young
- Burns
- Trauma patients under the influence of drugs and alcohol

There are a wide range of skill stations that participants are expected to become actively involved in, as well as presentations on the theoretical aspects of trauma.

Upon successful completion of the course, participants are issued with an ITLS certificate that is accredited with ITLS Southern Africa, as well as ITLS International, and that is recognised by the American College of Emergency Physicians (ACEP) and the National Association of EMS Physicians (NAEMSP).

The course is currently accredited for 25 CPD points.

The course fee is R 2 800-00 per course participant.

Please note that any given course commencement dates are merely “scheduled” and not “confirmed”, and thus remain changeable at the Academy principal’s discretion. Should the course commencement dates change, you will be informed only if you have submitted course applications (which can be done via fax).

Should you have any further queries or problems, please do not hesitate to contact our offices on 086-101-HELP (4357)

Kindest regards,

DAMIAN TAYLOR

PRINCIPAL EDUCATOR

H.E.L.P. EMERGENCY MEDICAL TRAINING