



Circular 02/17-18

No:	02/17-18 (Version 2.0)
To:	Lifesaving Managers and Directors, Education Managers and Directors
From:	Coastal Safety and Learning & Development
Subject:	SKILLS MAINTENANCE (PROFICIENCY) REQUIREMENTS FOR 2017/18 SEASON
Summary:	All active lifesavers are required to complete a skills maintenance (proficiency) to demonstrate competency in the lifesaving award/s they hold and in which they wish to remain current. This Circular describes the skills maintenance requirements for the 2017/18 season.

Introduction

Skills maintenance checks are necessary to:

- ensure ongoing competency of members in their area of training and activities
- maintain the standards of knowledge and expertise of surf life savers
- satisfy legal and statutory requirements
- reinforce and maintain our service commitment to the bathing and beach going community

A member's proficiency is valid until the **31 December each year** (any reference to this date should read *31 July* in Northern Australia approved clubs) unless stated otherwise in Surfguard or via Circular (e.g. Apply First Aid has a three-year proficiency requirement). This Circular should be read in conjunction with Policy 5.4, where it is stated:

"1.2 Members who are not proficient as at 31 December are not permitted to patrol, or compete in any SLSA competition, until they have obtained the required proficiency."

This means that any member who is not proficient by the 31 December, or has not completed appropriate awards shall not be allowed to:

- perform patrols
- operate rescue craft or
- compete in surf life saving competitions

until such time as they have met the proficiency requirements as determined for that season.

Skills maintenance checks may be conducted after 31 December under the requirements/approval of the local State/Branch. Any member completing their proficiency after 31 December each season shall be eligible to patrol but shall not be permitted to participate in any SLSA Championship competition until 1 July later in that year. (see SLSA Policy 5.4 for further details on competitor proficiency/patrol requirements).

When a skills maintenance check is successfully completed (or a member gains a relevant award after 30 June, in a particular year) the proficiency or qualification is current until 31 December in the following season.

The requirements in this Circular detail the minimum national requirements as ratified by the Lifesaving Committees. Additional requirements may be included by the State/Territory Director of Lifesaving.

Skills Maintenance Review Evaluation

SLSA introduced a number of changes to the skills maintenance process in the 2015/16 season which have continued due to their acceptance and success. These include:

- **Authorised delegates:** For some awards, Club Executives appoint an authorised delegate to conduct skills maintenance assessments. The delegated authority process works well as it allows for a more efficient administration of skills maintenance. Please ensure you are familiar with the additional information provided on the delegation process should you wish to adopt this.



- **Online activities:** Some skills maintenance activities can now be conducted online in the SLSA eLearning system which is accessible via the SLS Members Portal. These activities are indicated on this Circular with this icon. 

The SLSA eLearning system now works on multiple devices, including Apple devices.

Issues which were experienced last season with members courses not showing as complete will therefore not be experienced this year.

Chief training officers with admin access can run participant reports in the SLSA eLearning system to identify members who have completed online theory components. A hard copy paper will also be made available for those members who prefer this option, or the theory questions may be completed verbally. Some awards will require both a theory and practical component to be completed.

- **Suggested Scenarios for use on patrol:** SLSA have developed work cards and suggested scenarios that Assessors and authorised delegates may use to process skills maintenance checks during quieter times on routine patrol activities. The work cards are accessible via the SLS Members Portal. This learning technique will continue into next season as a valuable, pro-active way to revise and further develop skills throughout scheduled patrols.
- **Interstate deployment:** Members who are visiting another club and wish to patrol, or who are transferring to a new club and have already conducted their skills maintenance, are only required to bring proof of membership and proof of completion of their skills maintenance. All clubs are required to accept this evidence as having demonstrated an acceptable level of skill for active lifesaving. Clubs may give visitors and transferring members a short induction before commencing patrolling duties in a new location.

In-Depth Proficiencies

If a member remains non-proficient in any award for a period of three continuous years or more, then they are required to either sit an in-depth proficiency, a full assessment, or be retrained in order to be considered proficient in the award. In these situations a gap analysis must be conducted to determine what differences occur between the award as it currently stands and what skill and knowledge the award consisted of at the time the member was last proficient. If the gap analysis determines there is a gap in skill and/or knowledge, the candidate may be required to undertake training and assessment in the gap(s) identified. For example – a member may have obtained their Bronze Medallion when use of an Automated External Defibrillator was not taught in the Bronze Medallion, therefore the member would have to be trained and assessed in this skill and knowledge.

Reaccrediting awards when members are deployed for SLS offshore

Where SLS members are offered an opportunity to travel overseas on behalf of SLS, and as a consequence miss scheduled skills maintenance sessions, they can apply to their State Education Manager to have their skills maintenance recorded. These members will generally still be delivering SLSA awards while on assignment, and therefore maintaining the currency of the skills in these awards. SLS need to be flexible and accommodate these members who can't fulfil the requirements of the annual proficiency by virtue of them undertaking international development work, while not compromising SLS standards. Refer to Circular 79/14-15 for further information.

How many times does a competency need to be demonstrated in any one 12 month period?

Each component of a required skills maintenance need only be demonstrated once in any one (12 month) season. For example, this means that a member who has successfully completed the CPR component of their Bronze Medallion need not repeat the skills maintenance check for that part of the ARTC proficiency.

The principle outlined above also applies to fitness testing. In other words, a fitness test for a higher award, such as the Gold Medallion, will be evidence that a member has passed the fitness component of the Bronze Medallion (Run/Swim/Run) proficiency.

Note that it is expected that all patrolling members maintain their minimum fitness levels for the awards that they wish to remain proficient in and a member may be requested at any time during the season to complete an additional skills maintenance check by the Club, or authorised SLS Official.

A member who is deemed not yet competent during a skills maintenance check at any time during the season is deemed to be non-proficient until such time as another skills maintenance check is completed successfully. Further, this member cannot participate in patrol activities or compete at carnivals until the skills maintenance check has been completed successfully.



The Award Skills Maintenance Requirements for the 2017/18 Season are:

AQUATIC RESCUE AWARDS

Surf Rescue Certificate

1. Run Swim Run (timed): 100m Run / 100m Swim / 100m Run unaided in 5 minutes or less.
 - The run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water
 - Aquatic course must be around two swimming buoys
 - Reasonable adjustment may be made for ocean conditions on the day. Please see the notes attached to this Circular for further detail
2. Resuscitation (CPR):
 - Theory and a practical demonstration. Theory is available online or on paper
 - A patient assessment on a live patient and demonstration of lateral position
 - DRSABCD, CPR 1 and 2 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask
3. Signals:

Demonstrate 4 signals correctly as determined by the authorised person conducting the skills maintenance check

PLEASE NOTE: Signals need to be demonstrated practically, however there is an online tool available for members to refresh their knowledge at <http://bronzies.com>

4. Rescue (1 of either Board or Tube):

Demonstrate a rescue, using either a rescue tube or a rescue board, according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training Manual. The rescue must include the following:

 - Negotiating the surf zone
 - Securing the patient
 - Returning to shore with the patient
 - Calling for assistance

The member may choose the rescue equipment and should use swim fins during the tube rescue if available.

Bronze Medallion

1. Run Swim Run (timed): 200m Run / 200m Swim / 200m Run unaided in 8 minutes or less.
 - The run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water
 - Aquatic course must be around two swimming buoys
 - Reasonable adjustment may be made for ocean conditions on the day. Please see the notes attached to this Circular for further detail
2. Resuscitation (CPR) with oxygen and defibrillation.
 - Theory and a practical demonstration. Theory is available online or on paper
 - A patient assessment on a live patient and demonstration of lateral position
 - DRSABCD, CPR 1 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask
 - Team CPR including DRSABCD, use of resuscitation mask with oxygen supplement and AED



3. Signals:

Demonstrate 4 signals correctly as determined by the authorised person conducting the skills maintenance check



PLEASE NOTE: Signals need to be demonstrated practically, however there is an online tool available for members to refresh their knowledge at <http://bronzies.com>

4. Rescue (1 of either Board or Tube):

Demonstrate a rescue, using either a rescue tube or a rescue board, according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training Manual. The rescue must include the following:

- Negotiating the surf zone
- Securing the patient
- Returning to shore with the patient
- Calling for assistance

The member may choose the rescue equipment and should use swim fins during the tube rescue if available.

5. Radio

Theory is available online or on paper however a practical demonstration is also necessary of a scenario involving equipment (without transmitting) including at least three of the following situations must be conducted for each candidate.



- Pre operation checks
- Knowledge of local operating channels and uses
- Inter-patrol communications
- Sign on/sign off
- Rescue procedures and requests for assistance

Gold Medallion (Advanced Lifesaving)

A member must be proficient in ALL of the following awards:

- a. Bronze Medallion (and hold the Cert II in Public Safety (Aquatic Rescue))
- b. Advanced Resuscitation Techniques [AID]
- c. Apply First Aid/First Aid [AID]
- d. Silver Medallion Basic Beach Management/Beach Management

If any of these award proficiencies lapse during the season, even after successful completion of the Gold Medallion, then the member will become non-proficient in the Gold Medallion, until such time as the lapsed award has been updated.

1. Pool Swim:

The member must complete an 800 metre swim in 14 minutes or less in a swimming pool of not less than 25 metres. The pool swim must be completed before any other component of a Gold Medallion proficiency.

Mission Test

- The distance will be 400m swim, 800m run, 400m board paddle, and 800m run
- The time will be 25 minutes or less
- The run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water
- Aquatic course must be around two swimming buoys



2. Rescue:
Demonstrate a board and a tube rescue according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training Manual.
 - Tube Rescue: Complete a tube rescue of a patient 100 metres out to sea and return. Member should use swim fins during this rescue
 - Board Rescue: Complete a board rescue of a patient 200 metres out to sea and return.
3. Complex Rescue Scenario (may include one of the rescues above):
Demonstrate a complex rescue scenario as set by the delegated Assessor according to the SLSA operational procedures in the current Public Safety and Aquatic Rescue Training Manual.
The rescue must assess the following events:
 - Negotiating the surf zone
 - Securing the patient/s
 - Returning to shore without losing the patient/s
 - Calling for assistance
 - Performing emergency care as required by the patient/s

PLEASE NOTE: There are now standardised resources available for use in the Gold Medallion Assessment. You can access these on the SLS Members Portal or from your state centre.

EMERGENCY CARE AWARDS

Awards involving resuscitation are to be assessed annually. Once proficiency is achieved, resuscitation in other award proficiencies is not required. Please note that completion of the Resuscitation skills maintenance is not sufficient to result in the renewal of a members CPR unit of competency.

Resuscitation Certificate

Award holders must successfully complete a skills maintenance check, showing their competence in the following.

- Theory and a practical demonstration. Theory is available online or on paper
- A patient assessment on a live patient and demonstration of lateral position
- DRSABCD, CPR 1 and 2 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask AED

Advanced Resuscitation Techniques

1. Resuscitation*
 - Theory and a practical demonstration. Theory is available online or on paper
 - A patient assessment on a live patient and demonstration of lateral position
 - DRSABCD, CPR 1 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask.
 - Team CPR including DRSABCD, use of resuscitation mask with oxygen supplement and AED
2. Oxy Viva Operation
 - Use of air bag resuscitator on conscious/unconscious patient(s) during resuscitation scenario
3. Oropharyngeal Airways
 - Correct measurement and insertion of an Oropharyngeal Airway (on a manikin where possible)
 - Demonstrate an understanding of when and why an airway is introduced into resuscitation
4. Suction
 - The use of hand held suction apparatus for the removal of fluids from the mouth

*Remember: If a member has already completed a skills maintenance that required Resuscitation to be assessed i.e. Bronze Medallion, they are considered to be proficient in that section of this award. Members still need to be assessed as competent in sections 2-4 to be deemed proficient in Advanced Resuscitation Techniques.



PLEASE NOTE: There is an online course available online for members who want to refresh their knowledge of advanced resuscitation techniques. This is not a requirement of skills maintenance. Members accessing this tool will still have to complete all skills maintenance requirements as listed here.

Spinal Management Certificate

1. Participate in a spinal management scenario relevant to your location.

PLEASE NOTE: Due to changes in Australian Resuscitation Council guidelines, application of a cervical collar is no longer necessary.



There is an online course available online for members who want to refresh their knowledge of advanced resuscitation techniques. This is not a requirement of skills maintenance. Members accessing this tool will still have to complete all skills maintenance requirements as listed here.

Pain Management Certificate

Proficiencies for this award will be required at a minimum every two years and in some states annually depending on state permit requirements. Independent of the frequency, items included in the proficiency will include:



- Demonstration of set up and simulated use
- Knowledge of local security and state documentation requirements

PLEASE NOTE: There is an online course available for members wanting to refresh their knowledge prior to attending their practical skills maintenance session. There is also video available in the Members Portal. These are not requirements of skills maintenance. Members accessing this tool will still have to complete all skills maintenance requirements as listed here.

Silver Medallion Advanced First Aid

The skills maintenance requirement for this award is every three years; however, a member must maintain proficiency annually in the SLSA entry requirement awards of:

- a) Spinal Management Certificate, and
- b) Advanced Resuscitation Techniques Certificate.

to remain current in Silver Medallion Advanced First Aid. Every three years the Advanced First Aid component of the course will need to be completed again in full.

PLEASE NOTE: There is an online course available for members wanting to refresh their knowledge prior to attending their practical skills maintenance session. This is not a requirement of skills maintenance. Members accessing this tool will still have to complete all skills maintenance requirements as listed here.

The Pain Management Certificate is no longer prerequisite for the Silver Medallion Advanced First Aid.

POWERCRAFT AWARDS

Not all powercraft award holders need to demonstrate skills in a 'one off' skills maintenance check and that many may be deemed as proficient via demonstration of competency during normal operational activities. Proficiency of powercraft award holders may be able to be assessed in numerous ways such as through the use of log books and club powercraft officer recommendation.

All members must demonstrate proficiency in the pre-requisite awards associated with these awards as follows:

IRB Crew

- Proficient Bronze Medallion



Silver Medallion IRB Driver

- Proficient Bronze Medallion
- Proficient IRB Crew
- Hold a current state/territory boat license (where applicable)

RWC Operator

- Proficient Bronze Medallion
- Hold a current state/territory boat/PWC license (where applicable)
- Additional state/territory pre-requisites as required

IRB Crew Certificate

Skills maintenance in this award may be assessed by an authorised delegate. Logged hours should be included in making assessment decisions.



1. Theory questions. These are available online or on paper
2. Demonstrate effective and safe crewing practice and ability including:
 - Parallel running
 - Figures of eight
 - Response to signals
 - Negotiation of surf as required
 - Demonstrate patient rescue
 - Demonstrate ability to carry out a patient lift, exit, carry and lay.

Silver Medallion IRB Driver

Skills maintenance in the Silver Medallion IRB Driver award can only be assessed by an IRB Assessor. Logged hours should be included in making assessment decisions.



1. Theory questions. These are available online or on paper
2. Demonstrate the ability to apply safe driving practice including but not limited to:
 - Parallel running
 - Figures of eight
 - Response to signals
 - Negotiation of surf as required
 - Demonstrate ability to conduct a patient rescue
 - Demonstrate ability to carry out a patient lift, exit, carry and lay.

Specialist Powercraft Awards (JRB/ORB) and RWC Operator

Skills maintenance for specialist groups shall be determined by the individual group and as approved by the relevant States Director of Lifesaving. Skills maintenance may be assessed during normal operational activities.

ATV Awards

It is no longer a national requirement to undertake an annual ATV proficiency. Instead a members driving license must be checked each year for currency. Each State/Territory can manage this process. This information can be recorded in SurfGuard.

A member who loses their driver's license (whether through cancellation or suspension) must not be driving the ATV.

BEACH MANAGEMENT AWARDS

Silver Medallion Basic Beach Management OR Silver Medallion Beach Management

Proficiency is required in the prerequisites for these awards to remain current.



e SLSA recommend that all current Patrol Captain's undertake the online course 'Introduction to Search and Rescue' as part of their skills maintenance. This short online module has been developed to provide access to the theory content of the Silver Medallion Aquatic Rescue, and is very relevant to Patrol Captains. It is available in the SLSA eLearning platform.

RADIO AWARDS

e Radio Operators Certificate

For those who hold the stand-alone Radio Operators Certificate (i.e. who do not have their BM), theory is available online or on paper however a practical demonstration is also necessary of a scenario involving equipment (without transmitting) including at least three of the following situations must be conducted for each candidate.

- Pre-operation checks
- Knowledge of local operating channels and uses
- Inter-patrol communications
- Sign on/sign off
- Rescue procedures and requests for assistance

For those who use this award as part of their operation within a SurfCom, additional assessment may be included at a local level.

TRAINING AND ASSESSING AWARDS

Training Officer

Be currently endorsed as per State/Territory requirements. Endorsement is dependent on the Trainer remaining current in the award/s they are training AND current in training and assessment.

Assessor

Be currently endorsed as per State/Territory requirements. Endorsement is dependent on the Assessor remaining current in the award/s they are assessing AND current in training and assessment.

Facilitator

Be currently endorsed as per State/Territory requirements. Endorsement is dependent on the Facilitator remaining current in the award/s they are Facilitating AND current in training and assessment.



APPENDIX

Changes to Bronze Medallion Award

For In-depth Proficiency

Year	Change
2002/03	32 nd edition training manual released 7 units of competency aligned to 32 nd edition training manual Full Certificate II in Public Safety (Aquatic Rescue) obtained after 20 hours patrol OHS information added
2004/05	RPL or credit transfer to full Cert II is available to proficient members
2005/06	32 nd edition training manual (version 2) released Oxygen therapy and oxygen aided resuscitation added to the resuscitation component of the Bronze 'C' in DRABC changed to 'check signs of life' Certificate II in Public Safety (Aquatic Rescue) compulsory for all new members undergoing proficiency the year after qualification Requirement for 'on the job training' replaced with 'patrol familiarisation' activity
2006/07	Members who do not have a Certificate II in Public Safety (Aquatic Rescue) after December 30 will no longer be able to patrol
2008/09	33 rd edition training manual released Two-person tube rescue added Section on systems of the body added
2009/10	Defibrillation awareness added 'D' added to DRABCD, defibrillation Resuscitation rates and protocols replaced with 30:2
2010/11	Radio proficiency added
2011/12	IRB awareness added "S" added to DRSABCD, send for help
2012/13	<ul style="list-style-type: none"> • 2 new signals added <ul style="list-style-type: none"> ○ Submerged patient missing (Code X) ○ All clear • Inclusion of CPR on infants • Treatment of anaphylaxis, using an autoinjector
2013/14	<ul style="list-style-type: none"> • 34th edition training manual released • Theory paper added to skills maintenance assessment
2016/17	<ul style="list-style-type: none"> • 34th edition (revised July 2016) training manual released • ARC guideline changes: <ul style="list-style-type: none"> ○ Compression rate (100 – 120 compressions per minute) ○ Heart attack first aid treatment (give aspirin unless anaphylaxis is a contraindication) ○ Shock first aid treatment (no longer raise legs) ○ Heat exhaustion first aid treatment (give electrolyte sports drink) ○ External bleeding first aid treatment (no longer raise bleeding limb) ○ Spinal management (removal of standing spinal and application of a cervical collar)