



## Appendix C

### Performance Checklists for Skill-Testing

Course participants who have successfully completed the online **NSC First Aid, CPR & AED**, online **NSC CPR & AED** or online **NSC First Aid** courses will need skill-testing before they can receive a successful completion card.

To register as an NSC skill tester, please visit [https://www.nsc.org/forms/SkillTester\\_Registration.aspx](https://www.nsc.org/forms/SkillTester_Registration.aspx). Once you are approved as an NSC skill tester, you will have access to the skill-test database. This is a database of all students who have completed the online training program.

Please use these skill sheets to test students' proficiency of first aid, CPR and AED skills. When the students successfully complete the skills, you can access their information in the skill test database and print or e-mail their successful completion cards.

Allow about 3 hours to skill-test a class of 10 for all skills and 1½ hours to skill-test a class of 10 for either CPR and AED or First Aid. It will take less time to skill-test fewer students. Copy and use the 13 checklists contained in this appendix to evaluate: glove removal, initial assessment, CPR, AED, the HAINES recovery position, choking care for a responsive adult or child, choking care for a responsive infant, bleeding control, pressure bandage, shock position, spinal motion restriction, roller bandage, and medication for anaphylactic shock. Use 1 set of performance checklists for each student.

There may be a gap of up to 45 days between when a participant completes an online course and is present for skill-testing. As a result, you should demonstrate a skill and then give the participant some supervised practice time before evaluating him or her. Show all or parts of the **Basic Life Support** segment of the DVD prior to CPR and AED testing. Evaluate 1 skill at a time. You must determine if the participant has mastered the skill or needs more practice. Initial the appropriate box based on your determination: **Proficient** if the participant has mastered the skill or **Needs Practice** if the participant has not mastered the skill.

## Performance Checklist • Glove Removal

Skill Step	Needs Practice	Proficient
1. Hold your hands away from your body, with fingers pointing downward.		
2. With 1 hand, grasp your other glove at the wrist or palm and pull it away from your hand. Then pull the glove the rest of the way off.		
3. Holding the removed glove balled up in the palm of your gloved hand, insert 2 fingers under the cuff of the remaining glove.		
4. Remove the glove by stretching it up and away from the hand and turning it inside out as you pull it off.		
5. Dispose of gloves safely and wash your hands.		
<b>Complete Skill</b>		

## Performance Checklist • Initial Assessment

Skill Step	Needs Practice	Proficient
1. Check for responsiveness and normal breathing.		
2. If the victim is unresponsive, call 9-1-1. If the victim is unresponsive and not breathing, also call for an AED and provide basic life support.		
3. If the victim is breathing, check for severe bleeding and other threats to life.		
4. Care for any life-threatening conditions before continuing to check the victim and provide other care.		
<b>Complete Skill</b>		

## Performance Checklist • CPR

Skill Step	Needs Practice	Proficient
<p><b>1.</b> For an unresponsive victim who is not breathing or only gasps occasionally, send someone to call 9-1-1 (or your local emergency number) and get an AED. If alone with an adult, first call 9-1-1 and get an AED if available nearby. If alone with a child, first give 2 minutes of CPR and then call 9-1-1 and get an AED if available nearby.</p>		
<p><b>2.</b> Expose the chest. Place hands in correct position for chest compressions.</p> <ul style="list-style-type: none"> <li>• For adults: in center of chest, with 1 hand on top of the other.</li> <li>• For children: in center of chest with 1 or 2 hands.</li> <li>• For infants: 2 middle fingers of 1 hand just below the nipple line.</li> <li>• Do not give compressions over the bottom tip of the breastbone.</li> <li>• With an adult or child, keep fingers off the chest and do not lean on the chest.</li> <li>• Keep your elbows straight and keep your hands in contact with the chest at all times.</li> </ul>		
<p><b>3.</b> Give 30 chest compressions at a rate of at least 100 per minute. Count aloud for a steady fast rate: “1, 2, 3 . . . .”</p> <ul style="list-style-type: none"> <li>• For adults: to a depth of at least 2 inches.</li> <li>• For children (age 1 to puberty): to a depth of 1/3 the depth of the chest or about 2 inches.</li> <li>• For infants (to age 1): to a depth of 1/3 the depth of the chest or about 1½ inches.</li> <li>• Let the chest rise completely after each compression.</li> </ul>		
<p><b>4.</b> Tilt the head and lift the chin to open the airway. Give 2 rescue breaths, each lasting 1 second. (If the first breath does not go in, reposition the head and try again; if the second breath still does not go in, look in the mouth and remove any object seen.)</p>		

Skill Step	Needs Practice	Proficient
5. Continue cycles of 30 compressions and 2 breaths.		
6. Continue CPR until: <ul style="list-style-type: none"> <li>• Victim wakes up.</li> <li>• An AED is brought to the scene and is ready to use.</li> <li>• Professional help arrives and takes over.</li> </ul>		
7. a. If the victim is breathing normally but is unresponsive, put the victim in the recovery position and monitor breathing.		
b. When an AED arrives, start the AED sequence.		
<b>Complete Skill</b>		

## Performance Checklist • AED

Skill Step	Needs Practice	Proficient
<b>1.</b> Position victim away from water and metal. Place unit by victim's shoulder and turn it on.		
<b>2.</b> Expose victim's chest and quickly dry or shave the pad placement area if necessary.		
<b>3.</b> Apply pads to victim's chest as shown on pads. If needed, plug cables into unit. <ul style="list-style-type: none"> <li>• Use adult pads for a victim age 8 or older. For an infant or child under age 8, use a unit with pediatric pads if available, applied as directed by the unit; if pediatric pads are unavailable, use adult pads.</li> </ul>		
<b>4.</b> Stand clear during rhythm analysis.		
<b>5.</b> Follow prompts from AED unit to take 1 of 3 actions: (a) press the shock button; (b) stay clear while the AED automatically delivers a shock or (c) do not shock but immediately give CPR with the pads remaining in place, starting with chest compressions.		
<b>6.</b> Follow the AED's prompts to analyze the rhythm again after 5 cycles of CPR (about 2 minutes).		
<b>7.</b> Continue steps 5 and 6 until the victim wakes up or professional rescuers arrive and take over.		
<b>8.</b> If the victim is breathing normally but is unresponsive, put the victim in the recovery position (with pads remaining in place) and continue to monitor the breathing.		
<b>Complete Skill</b>		

## Performance Checklist • HAINES Recovery Position

Skill Step	Needs Practice	Proficient
1. Extend the victim's arm that is farther from you above the victim's head.		
2. Position the victim's other arm across the chest.		
3. Bend the victim's nearer leg at the knee.		
4. Place your forearm under the victim's shoulder with your hand around the back of the neck to support the head and neck.		
5. Carefully roll the victim away from you by pushing on the victim's flexed knee and lifting with your forearm while your hand stabilizes the head and neck. The victim's head is now supported on the raised arm.		
6. While continuing to support the head and neck, position the victim's hand palm-down with fingers under the armpit of the raised arm, with forearm flat on the surface at 90 degrees to the body.		
7. Bend both legs so the victim's position is stabilized.		
8. With victim now in position, open the mouth to allow drainage and monitor breathing.		
<b>Complete Skill</b>		

## Performance Checklist • Choking Care for Responsive Adult or Child

Skill Step	Needs Practice	Proficient
<p><b>1.</b> Stand behind the victim with 1 leg forward between the victim's legs. For a child, move down to the child's level. Keep your head slightly to 1 side.</p>		
<p><b>2.</b> Locate the person's navel using a finger from 1 hand.</p>		
<p><b>3.</b> Make a fist with the other hand and place the thumb side of the fist against the person's abdomen just above the navel.</p>		
<p><b>4.</b> Grasp your fist with your other hand and thrust inward and upward into the victim's abdomen with quick jerks. Continue abdominal thrusts until the victim expels the object or becomes unresponsive.</p>		
<p><b>5.</b> For a responsive pregnant victim, any victim you cannot get your arms around or for whom abdominal thrusts are not effective, give chest thrusts from behind the victim. Avoid squeezing the ribs with your arms.</p>		
<p><b>6.</b> If the victim becomes unresponsive (or for any choking victim found unresponsive), lower the person to the ground, expose the chest and start CPR with 30 chest compressions. Look inside the mouth each time you open the mouth to give breaths and remove any object seen.</p>		
<p><b>Complete Skill</b></p>		

## Performance Checklist • Choking Care for Responsive Infant

Skill Step	Needs Practice	Proficient
<p><b>1.</b> Support the infant face-down by holding the head in 1 hand, with the torso on your forearm against your thigh. Give up to 5 back blows (slaps) between the shoulder blades with the heel of your other hand.</p>		
<p><b>2.</b> If the object is not expelled, roll the infant face-up, supporting the back of the infant's head with your hand.</p>		
<p><b>3.</b> Place 2 fingers on the breastbone, just below the nipple line.</p>		
<p><b>4.</b> Give 5 chest thrusts, about 1 per second. Each thrust should be 1½ inches deep.</p>		
<p><b>5.</b> Continue cycles of 5 back blows (slaps) and 5 chest thrusts until the object is expelled or the infant becomes unresponsive. If alone, call 9-1-1 after 1 minute.</p>		
<p><b>6.</b> If the infant becomes unresponsive (or for any choking infant found unresponsive), give CPR. Look inside the mouth each time you open the mouth to give breaths and remove any object seen.</p>		
<p><b>Complete Skill</b></p>		



## Performance Checklist • Bleeding Control

Skill Step	Needs Practice	Proficient
<b>1.</b> Put on gloves. <ul style="list-style-type: none"> <li>• Improvise a barrier if no gloves are available.</li> </ul>		
<b>2.</b> Place a sterile dressing or clean cloth on the wound.		
<b>3.</b> Apply firm direct pressure with your hand for about 5 minutes. <ul style="list-style-type: none"> <li>• Do not put pressure on an object in a wound.</li> <li>• Do not put pressure on the scalp if the skull may be injured.</li> </ul>		
<b>4.</b> Reevaluate the bleeding: if it continues, put another dressing or cloth pad on top of the first and keep applying pressure.		
<b>5.</b> If needed, apply a pressure bandage to keep pressure on the wound, wrapping from the end of the extremity toward the center of the body. <ul style="list-style-type: none"> <li>• The pressure is sufficient if the bandage is snug but you can slip a finger under it.</li> <li>• Tourniquets should only be used as an extreme last resort by rescuers trained in their use, because of the high risk of complications.</li> </ul>		
<b>6.</b> If appropriate, treat the victim for shock and call 9-1-1.		
<b>Complete Skill</b>		

## Performance Checklist • Pressure Bandage

Skill Step	Needs Practice	Proficient
1. Anchor the starting end of the elastic or self-adhering bandage below the wound dressing.		
2. Make several circular turns.		
3. Work up the limb in overlapping turns.		
4. Fix or tie the end of the bandage in place. <ul style="list-style-type: none"> <li>The pressure is sufficient if the bandage is snug but a finger can be slipped under it.</li> </ul>		
<b>Complete Skill</b>		

## Performance Checklist • Shock Position

Skill Step	Needs Practice	Proficient				
1. Check for responsiveness, normal breathing and severe bleeding or injuries.						
2. Call 9-1-1 and be ready to give basic life support if needed.						
3. Care first for life-threatening conditions such as severe bleeding.						
4. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">a.</td> <td>Position a responsive victim without trauma on his or her back using a blanket or coat as a pad. If there is no evidence of trauma, raise the legs such that the feet are 6-12 inches above the ground.</td> </tr> <tr> <td style="width: 5%; text-align: center;">b.</td> <td>Put a breathing, unresponsive victim (if no suspected spinal injury) in the recovery position.</td> </tr> </table>	a.	Position a responsive victim without trauma on his or her back using a blanket or coat as a pad. If there is no evidence of trauma, raise the legs such that the feet are 6-12 inches above the ground.	b.	Put a breathing, unresponsive victim (if no suspected spinal injury) in the recovery position.		
a.	Position a responsive victim without trauma on his or her back using a blanket or coat as a pad. If there is no evidence of trauma, raise the legs such that the feet are 6-12 inches above the ground.					
b.	Put a breathing, unresponsive victim (if no suspected spinal injury) in the recovery position.					
5. Loosen any tight clothing.						
6. Be alert for the possibility of vomiting; turn the victim's head to drain the mouth.						
7. Maintain the victim's normal body temperature. If necessary, maintain the victim's body heat with a blanket or coat over the victim.						

<b>Skill Step</b>	<b>Needs Practice</b>	<b>Proficient</b>
<b>8.</b> Do not let a shock victim eat, drink or smoke.		
<b>9.</b> Stay with the victim and offer reassurance and comfort.		
<b>Complete Skill</b>		

## Performance Checklist • Spinal Motion Restriction

<b>Skill Step</b>	<b>Needs Practice</b>	<b>Proficient</b>
<b>1.</b> Ask a responsive victim what happened. If they have any of the risk factors, explain the need to hold the head still to prevent spinal movement and spinal cord injury. With an unresponsive victim, check for risk factors for suspected spinal injury.		
<b>2.</b> Hold the victim's head and neck with both hands in the position found to prevent movement.		
<b>3.</b> Monitor the victim's breathing and be ready to provide basic life support.		
<b>4.</b> Have someone call 9-1-1.		
<b>5.</b> Reassure a conscious victim and tell them not to move.		
<b>6.</b> Continue to stabilize head/spine and monitor the victim's breathing until help arrives.		
<b>Complete Skill</b>		

## Performance Checklist • Roller Bandage

Skill Step	Needs Practice	Proficient
1. Anchor the starting end of the bandage.		
2. Turn the bandage diagonally across top of foot and around ankle (or palm and wrist) and bring bandage around in a figure-8.		
3. Continue with overlapping figure-8 turns.		
4. Fasten end of bandage with clips, tape or safety pins.		
<b>Complete Skill</b>		

## Performance Checklist • Medication for Anaphylactic Shock

Skill Step	Needs Practice	Proficient
1. Help a responsive victim use his or her emergency epinephrine kit such as an EpiPen® auto-injector. If the victim cannot use his or her prescribed auto-injector, you may administer it yourself if permitted by state law.		
2. Take the auto-injector out of its case and remove the cap.		
3. To administer the medication, jab the pen tip into the victim's outer thigh and hold it there for 10 seconds while the medication is injected. <ul style="list-style-type: none"> <li>The medication should provide relief for 15-20 minutes.</li> </ul>		
4. Monitor the victim's breathing and be ready to give basic life support if needed.		
5. Help a responsive victim sit up in a position of easiest breathing. Put an unresponsive victim who is breathing (if no suspected spinal injury) in the recovery position.		
<b>Complete Skill</b>		