

Skills Checklist

Application of a Cervical Collar

Participant's Name: _____

| | Skill | Skill Successfully Demonstrated | | |
|---|------------------------------------------------------------------------------------------------------------------------|---------------------------------|----|---------------------|
| | | Yes | No | Supporting Comments |
| 1 | Apply personal protective equipment | | | |
| 2 | Determine need for immobilization | | | |
| 3 | Explain procedure to patient and instruct patient not to move and to inform you if there is any pain and/or resistance | | | |
| 4 | Control movement of cervical spine by delegating manual in-line stabilization throughout procedure | | | |
| 5 | Move head into neutral alignment (if needed and not contraindicated) | | | |
| 6 | Measure patient accurately and select correct size of cervical collar | | | |
| 7 | Apply and secure collar with minimal movement to head and spine | | | |
| 8 | Continue to manually stabilize head and neck | | | |

NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.

Skill complete Skill incomplete

Comments: _____

Skills Checklist

Securing a Patient on a Backboard

Participant's Name: _____

| | Skill | Skill Successfully Demonstrated | | |
|----|--------------------------------------------------------------------------------------------|---------------------------------|----|---------------------|
| | | Yes | No | Supporting Comments |
| 1 | Apply personal protective equipment | | | |
| 2 | Determine need for immobilization | | | |
| 3 | Explain procedure to patient | | | |
| 4 | Apply cervical collar and maintain in-line stabilization | | | |
| 5 | Place hands in appropriate position | | | |
| 6 | Roll patient onto backboard as 1 unit using appropriate technique | | | |
| 7 | Position patient in centre of backboard using appropriate technique | | | |
| 8 | Secure patient's body to backboard using appropriate strapping devices in correct sequence | | | |
| 9 | Pad any natural hollows | | | |
| 10 | Secure patient's head to backboard using appropriate equipment | | | |
| 11 | If necessary, reapply/adjust cervical collar and secure arms and hands in front of body | | | |
| 12 | Confirm patient is secure before moving | | | |

NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.

Skill complete Skill incomplete

Comments: _____

Skills Checklist

Rolling a Patient onto a Backboard: From a Supine Position

Participant's Name: _____

| | Skill | Skill Successfully Demonstrated | | |
|----|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----|---------------------|
| | | Yes | No | Supporting Comments |
| 1 | Establish a plan with other responders and work as a team | | | |
| 2 | Explain procedure to patient | | | |
| 3 | Apply cervical collar (see Application of a Cervical Collar skills checklist), when appropriate | | | |
| 4 | Responder 1: maintain manual in-line stabilization of patient's head and neck throughout procedure | | | |
| 5 | Responders 2 and 3: place backboard beside patient and kneel on other side of patient | | | |
| 6 | Responder 2: grasp patient's far shoulder and hip to control patient Responder 3: grasp patient's far hip and knee to control patient | | | |
| 7 | Responder 1: give a pre-arranged command to roll patient | | | |
| 8 | Responders roll patient as 1 unit onto patient's side | | | |
| 9 | Responder 2: examine patient's back while keeping one hand on patient's shoulder and supporting patient against thighs | | | |
| 10 | Responders 2 and 3: position backboard against patient | | | |
| 11 | Responder 1: give pre-arranged command to roll patient as 1 unit onto backboard | | | |
| 12 | Responders roll patient as 1 unit onto backboard | | | |
| 13 | Secure patient in centre of backboard (see Securing a Patient on a Backboard skills checklist) | | | |

NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.

Skill complete Skill incomplete

Comments: _____

Skills Checklist

Rolling a Patient onto a Backboard: From a Prone Position

Participant's Name: _____

| | Skill | Skill Successfully Demonstrated | | |
|----|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----|---------------------|
| | | Yes | No | Supporting Comments |
| 1 | Establish a plan with other responders and work as a team | | | |
| 2 | Explain procedure to patient | | | |
| 3 | Responder 1: maintain manual in-line stabilization of patient's head and neck throughout procedure | | | |
| 4 | Responder 2: examine patient's back | | | |
| 5 | Responders 2 and 3: kneel beside patient and place backboard between patient and themselves | | | |
| 6 | Responder 2: grasp patient's far shoulder and hip to control patient Responder 3: grasp patient's far hip and knee to control patient | | | |
| 7 | Responder 1: give a pre-arranged command to roll patient | | | |
| 8 | Responders roll patient as 1 unit onto patient's side | | | |
| 9 | Responder 3: position backboard against patient | | | |
| 10 | Responder 1: give command to roll patient as 1 unit onto backboard | | | |
| 11 | Responders roll patient as 1 unit onto backboard | | | |
| 12 | If possible, apply cervical collar (see Application of a Cervical Collar skills checklist) | | | |
| 13 | Secure patient in centre of backboard (see Securing a Patient on a Backboard skills checklist) | | | |

NOTE: Shaded steps are critical actions. If a critical action is not successfully demonstrated, the skill is incomplete. If the skill is incomplete, supporting comments are required.

Skill complete Skill incomplete

Comments: _____

Skills Checklist

Rolling a Patient onto a Backboard: From a Semi-Prone Position

Participant's Name: _____

| | Skill | Skill Successfully Demonstrated | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----|---------------------|
| | | Yes | No | Supporting Comments |
| 1 | Establish a plan with other responders and work as a team | | | |
| 2 | Explain procedure to patient | | | |
| 3 | Responder 1: maintain manual in-line stabilization of patient's head and neck throughout procedure, being careful not to roll patient onto her face | | | |
| 4 | Examine patient's back | | | |
| 5 | Responders 2 and 3: kneel beside patient and place backboard behind patient | | | |
| 6 | Responder 2: grasp patient's top shoulder and hip to control patient Responder 3: grasp patient's top hip and knee to control patient | | | |
| 7 | Responder 1: give pre-arranged command to roll patient as 1 unit onto backboard | | | |
| 8 | Responders roll patient as 1 unit onto backboard | | | |
| 9 | Apply cervical collar (see Application of a Cervical Collar skills checklist) | | | |
| 10 | Secure patient in centre of backboard (see Securing a Patient on a Backboard skills checklist) | | | |

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Skill complete

Skill incomplete

Comments: _____

Skills Checklist

Application of an Upper Body Motion Restriction Device

Participant's Name: _____

| | Skill | Skill Successfully Demonstrated | | |
|----|-------------------------------------------------------------------------------------------------------------|---------------------------------|----|---------------------|
| | | Yes | No | Supporting Comments |
| 1 | Apply personal protective equipment | | | |
| 2 | Determine need for immobilization | | | |
| 3 | Explain procedure to patient | | | |
| 4 | Delegate manual in-line stabilization of head and neck until other equipment is applied | | | |
| 5 | Measure patient accurately and select correct size of cervical collar | | | |
| 6 | Apply and secure cervical collar with minimal movement to head and spine | | | |
| 7 | Position device according to manufacturer's recommendations | | | |
| 8 | Confirm device positioning, then secure straps in proper order, starting with middle and lower torso straps | | | |
| 9 | Secure leg straps | | | |
| 10 | Pad head appropriately | | | |
| 11 | Secure head to device | | | |
| 12 | Secure upper torso strap | | | |
| 13 | Communicate with other responders and safely move patient to a backboard as a team | | | |
| 14 | Release leg straps and slowly lower patient's legs to an in-line position | | | |
| 15 | Secure patient to backboard | | | |

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Skill complete Skill incomplete

Comments: _____

Skills Checklist

Standing Take-Down

Participant's Name: _____

| | Skill | Skill Successfully Demonstrated | | |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----|---------------------|
| | | Yes | No | Supporting Comments |
| 1 | Demonstrate effective communication with other responder(s) throughout procedure | | | |
| 2 | Explain procedure to patient | | | |
| 3 | Responder 1: maintain manual in-line stabilization Responder 2: apply cervical collar (see Application of a Cervical Collar skills checklist) | | | |
| 4 | Responders stand on either side of patient Responder 1: slide backboard behind patient, ensuring that it is aligned properly (centred) Responder 2: brace bottom of backboard with one foot | | | |
| 5 | While holding patient's head steady with one hand, responders place free hand under patient's armpits and grasp next highest handhold on backboard | | | |
| 6 | Safely lower patient to the ground, maintaining manual in-line stabilization and using proper body mechanics | | | |
| 7 | Ensure patient is appropriately held in place (e.g., elbows tucked) | | | |
| 8 | If there is a third responder, Responder 3: maintain manual in-line stabilization from behind backboard | | | |
| 9 | Secure patient to backboard | | | |

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Skill complete Skill incomplete

Comments: _____

