**Section II: Schedule of Requirements**

**E-Sourcing reference: RFQ/2022/40711**

**TERMS OF REFERENCE**

**for Provision of First Aid Training and Training of First Aid Trainers/Instructors for the Special Units of the National Police of Ukraine**

1. **Scope of Services**

The purpose of training of the police officers is to provide them with theoretical knowledge and practical skills in the basics of life support (First Aid), which corresponds to the Order of the Ministry of Health of Ukraine (MoH) No. 1627 as of 04.08.2021 “On improving first aid training of non-medical personnel”, certain provisions of international programmes in BLS (basic life support) - basic resuscitation measures, PBLS (paediatric basic life support) - basic resuscitation measures for children, Bcon (bleeding control) - providing first aid for massive bleeding, ITLS (international trauma life support) / PHTLS (pre-hospital trauma life support) - providing aid to the injured before hospitalisation, as well as the needs of the special units of the NPU.

1. The training course should consist of three stages (for detailed description please see attached Annexes A, B, and C):

At Stage 1, the Supplier will deliver a First Aid Training for 30 participants from the National Police of Ukraine (NPU) and 10 participants from National Guard of Ukraine (NGU) as per training programme “First Responder” (*Annex A)*, approved by the order of the Ministry of Health, №1627 from 04.08.2021 "About improvement of preparation on rendering of pre-medical care of the persons who do not have medical education".

The participants who successfully completed the training course and passed the theoretical exam and the practical exam will receive the certificates/diplomas on passing the training course.

1. At Stage 2 (that should commence immediately after Stage 1), the Supplier should deliver First Aid Trainers/Instructors course for persons who successfully completed Stage 1 - as per the training programme for the qualification “Trainer/Instructor on First Aid” (*Annex B).*

The participants who successfully completed the training course and passed the theoretical exam and the practical exam will receive the certificates/diplomas on passing the First Aid Trainers/Instructors course.

1. At Stage 3 the Supplier should deliver an additional (advanced) training in topics set forth in the *Annex C* and practice the algorithm of actions during mass events and injuring of a large number of people.

The language of the training is Ukrainian.

All three Stages should take place during the period of March - May 2022 at the venue of the NPU (in Kyiv, Ukraine).

The NPU shall ensure the availability of the required number of people (up to 100 people, including 15-20 “injured”) for the successful conduct of Stage 3. Trauma-like make up shall be applied by the Service provider to 15-20 police officers to resemble different types of injuries.

**2. Responsibilities of parties:**

**The Services to be provided by UNOPS and the beneficiary (NPU):**

* NPU will provide training premises for all the trainings
* NPU will cover the travel cost tickets and accommodation for the participants (trainees)
* NPU will ensure availability of up to 100 people, including 15-20 “injured” to simulate a mass event for stage 3 as per requirements included in Annex C.
* UNOPS will cover the cost of coffee breaks and lunches for trainees and trainers during the training days

**The Services to be provided by the Bidder at their own cost:**

* Delivery of all 3 stages of the First aid training in compliance with the requirements included in Annexes A, B, and C.
* Renting of all necessary equipment and materials for the successful delivery of the training in compliance with the requirements included in Annexes A, B, and C (these materials and equipment remain the property of the Bidder after the training completion).
* Full board accommodation for the trainers, including travel, meals, hotel accommodation, insurances.

**3. Documents/Information to be provided by the Bidder:**

The bid should include:

* PDF file containing the programme of First Aid Training which should be compliant with the minimum requirements stated in the *Annex A*, as well as the tentative schedule of trainings with indication of the number of people in a group, number of simultaneous (parallel) groups, number of involved trainers/instructors;
* PDF file containing the programme of Training of first aid trainers/instructors which should be compliant with the minimum requirements stated in the *Annex B*, as well as the tentative schedule of trainings with indication of the number of people in a group, number of simultaneous (parallel) groups, number of involved trainers/instructors;
* PDF file containing the detailed programme of advanced training (Stage 3) which should be compliant with the minimum requirements stated in the *Annex C*, as well as the tentative schedule of trainings with indication of the number of involved trainers/instructors;
* Company’s registration documents;
* CVs of trainers/instructors of all involved trainers/instructors confirming at least 3 (three) years of experience in conducting first aid training.
* Copies of valid certificates of the involved Trainers/instructors, issued by ERC, ITLS, AHA, UKRAINIAN SCIENTIFIC-PRACTICAL CENTRE OF EMERGENCY MEDICAL CARE AND MEDICINE DISASTER OF THE MINISTRY OF HEALTH OF UKRAINE or equivalent;
* Sample certificate/diploma to be provided by the Bidder to persons who have passed the training as per the programmes set out in *Annexes A, B* and have successfully passed the examination.

**The programs of 3 training courses are listed in the below Annexes A, B, and C.**

**Annex A**

**“First Responder” first aid training course**

(approved by the Order of the Ministry of Health of Ukraine No. 1627 as of 04.08.2021)

**Course overview**

1. The term “first responder” means the first persons to arrive at the scene, both individually and in groups, prior to the arrival of medical professionals. The first responder is a person who performs basic manipulations to save the life of the victim using a minimum set of equipment or in its complete absence.

The main components of the programme are: training curriculum; the content of the programme with the definition of sections, topics and elements of each topic; a list of practical skills to be acquired by persons who do not have medical education, but as per their duties should be able to provide first aid.

1. The purpose of training non-medical professionals is to provide them with theoretical knowledge and allow to acquire practical skills in the basics of life support (First Aid), which corresponds to certain provisions of international programs BLS (basic life support) - basic resuscitation measures, PBLS (paediatric basic life support) - basic resuscitation measures for children, Bcon (bleeding control) - providing first aid for massive bleeding, ITLS (international trauma life support) / PHTLS (prehospital trauma life support) - providing aid to the injured before hospitalization.

Also, the course envisages the review of basic concepts about the structure of the human body and the work of organs and systems, as well as learning the basic principles and skills needed to assess the condition of the victim and provide first aid in extreme conditions before the arrival of emergency medical care team (hereinafter - the EMC team).

1. Programme length - 40 hours. The programme envisages theoretical and practical training of persons.
2. The programme of the theoretical course covers: concept of human anatomy and physiology; regulatory and legal framework for the functioning of the emergency medical care system in Ukraine; concept of the emergency condition of a person; concept of the mechanism of injury; identification of signs of circulatory arrest in different age groups and the procedure for providing cardiopulmonary resuscitation; determination of signs of massive external bleeding, determination of signs of internal bleeding, procedures for providing first aid in these conditions; identification of injuries of individual anatomical areas, procedures for providing first aid; rules of personal safety; procedure for cooperation with rescue services; features of providing first aid in highly dangerous emergency situations, concept of mass injuries and medical triage.

The aim of practical exercises is to master and consolidate the knowledge gained during the theoretical course, mastering the practical skills of cardiopulmonary resuscitation in victims of different age groups, including the use of automatic external defibrillator; restoration and maintenance of airway patency; conducting an initial examination and recognising the critical condition of persons/victims; recognition of signs and stopping the external massive bleeding; conducting primary triage in the mass injuries cases; procedure for providing first aid for burns, electric shock, drowning, poisoning by an unknown substance, injuries of certain anatomical areas; rules for the use of first aid kits.

1. The following types of classes are used to implement the programme during the learning process: lectures, practical exercises, seminars. Practical exercises should be conducted in the groups of up to 6 persons. Before the start of training it is possible to provide trainees with the necessary methodological materials.

To obtain a certificate of completion of the training course, upon completion of the training the trainee should successfully pass a theoretical test and a practical exam.

1. Upon completion of the programme, the person should have acquired the following knowledge:
2. rules of inspection of the scene; rules of observance of own safety during provision of first aid;
3. regulatory framework for the functioning of the EMC system in Ukraine;
4. basics of human anatomy and physiology;
5. conducting an initial examination of the person/victim;
6. methods of assessing signs of life in victims with sudden cessation of blood circulation;
7. rules of communication with rescue services;
8. algorithm of cardiopulmonary resuscitation in persons/victims of different age groups;
9. algorithm of cardiopulmonary resuscitation with the use of automatic external defibrillator in persons/victims of different age groups;
10. peculiarities of cardiopulmonary resuscitation in case of drowning;
11. signs of upper airway obstruction;
12. algorithm for restoring airway patency in victims of different age groups during asphyxia;
13. recognition of signs of massive external bleeding;
14. recognition of signs of internal bleeding;
15. algorithm for stopping massive external bleeding;
16. algorithm for providing first aid in case of suspicion of internal bleeding;
17. compliance with the rules of personal safety when stopping massive external bleeding;
18. algorithm for restoring and maintaining airway patency in persons/victims of different age groups;
19. algorithm for providing first aid in case of burns;
20. algorithm for providing first aid in case of electric traumas;
21. algorithm for providing first aid in case of poisoning by unknown substance;
22. algorithm for providing first aid in case of injuries of specific anatomical areas;
23. algorithm for triage of victims during mass injuries;
24. peculiarities of assistance in case of highly dangerous emergency situations.
25. To determine the initial level of knowledge of students, testing should be conducted before the start of training.
26. Training programme curriculum
27. The concept of the EMC system, the regulatory framework for its operation in Ukraine.

Theoretical class. The structure and principles of the EMC system in developed countries, the role of first aid. Regulatory and legal framework for the existence of the EMC system in Ukraine, prospects for development.

1. The concept of human anatomy and physiology.

Theoretical class. Fundamentals of anatomy of the cardiovascular, respiratory, nervous, musculo-skeletal systems. Basics of human physiology.

1. Scene inspection. Initial examination of the person/victim.

Theoretical class. Observing safety rules at the scene. Initial impression of the person/victim. The concept of the mechanism of injury. Initial examination of the person/victim. Procedure for interaction with rescue services.

Practical exercise. Identification of possible threats at the scene. Conducting initial examination of the person/victim. Team interaction in providing first aid to the person/victim.

1. Emergencies. Principles of cardiopulmonary resuscitation in persons of different age groups.

Theoretical class. The concept of myocardial infarction, stroke, epileptic seizure, anaphylaxis. Signs of disorders of the cardiovascular system. Causes and signs of cardiac arrest. Procedure (algorithm) of cardiopulmonary resuscitation in different age groups. The concept of automatic external defibrillator, the procedure for its use in cardiopulmonary resuscitation.

Practical exercise. Restoration of airway patency. Assessment of the presence of breathing. Carrying out external heart massage. Conducting mouth-to-mouth resuscitation. The use of an external automatic defibrillator during cardiopulmonary resuscitation. Giving the victim a stable position. Peculiarities of cardiopulmonary resuscitation in case of drowning. Peculiarities of aid for myocardial infarction, stroke, epileptic seizures, anaphylaxis.

1. Principles of stopping massive external bleeding. Principles of aid for internal bleeding.

Theoretical class. Signs of massive external bleeding. Procedure (algorithm) for stopping massive external bleeding. Signs of internal bleeding. The concept of shock. Procedure (algorithm) of actions for internal bleeding.

Practical exercise. Identifying signs of massive external bleeding. Stopping massive external bleeding with pressure bandage. Stopping massive external bleeding with wound tampon. Stopping massive external bleeding with tourniquet. Giving the victim a stable position, restoration of airway patency. Determining signs of internal bleeding. Procedure of actions for internal bleeding.

1. Providing first aid in case of injuries of specific anatomical areas.

Theoretical class. Signs of traumatic brain injury, procedure for action. Signs of chest injury, procedure for action. Signs of abdominal injury, procedure for action. Signs of limb injury, procedure for action.

Practical exercises. Determining signs of traumatic brain injury, algorithm of care. Applying bandages for eye injuries. Maintaining airway patency in face injuries. Manual fixation of the cervical spine. Determining signs of chest injury. Applying bandages to chest wounds. Determining signs of eventration in penetrating injuries of the abdominal cavity. Determining signs of limb fractures.

1. Providing aid due to environmental factors.

Theoretical class. Burns, classification, procedure for providing aid. Overheating, procedure for providing aid. Hypothermia and frostbite, procedure for providing aid. Electric traumas and lightning strikes, procedure for providing aid. Poisoning by unknown substance, procedure for providing aid.

Practical exercises. Providing aid for burns, overheating, hypothermia, frostbite, electric shock and lightning strikes, poisoning by unknown substance.

1. Providing aid for uncomplicated childbirth.

Theoretical class. The concept of childbirth, physiological changes in pregnant women, signs of childbirth.

Practical exercises. Aid for uncomplicated childbirth.

1. The concept of disaster medicine and high-risk emergencies.

Theoretical class. Disaster medicine, mass injuries. The concept of triage. Highly dangerous emergencies, principles of first aid provision.

Practical exercises. Triage of victims.

**Tentative list of the minimum equipment required to conduct the programme - per group of 8 trainees**

| **№** | **Item** | **Q-ty** |
| --- | --- | --- |
| 1. | Dummy for cardiopulmonary resuscitation | 1 |
| 2. | Dummy for cardiopulmonary resuscitation of teenagers | 1 |
| 3. | Dummy for cardiopulmonary resuscitation of children | 1 |
| 4. | Dummy to tampon the wounds | 1 |
| 5. | Wound imitation set | 1 set |
| 6. | Dummy to work with airways | 1 |
| 7. | Dummy for childbirth | 1 |
| 8. | Training AED | 1 |
| 9. | Barrier device for artificial lung ventilation “mouth to face mask” | 10 |
| 10. | Medical gloves | 20 pairs |
| 11. | Gauze pads, various sizes | 10 |
| 12. | Disinfectant | 1 |
| 13. | Tourniquets, CAT-type | 8 |
| 14. | Tourniquets, elastic, wide, SWAT-type | 8 |
| 15. | Training haemostatic agent | 4 |
| 16. | Elastic fixing bandage, wide | 8 |
| 17. | Adhesive plaster (coil), wide | 4 |
| 18. | Sterile dressing package for individual use with elastic compression with protective waterproof cover | 8 |
| 19. | Atraumatic scissors | 4 |
| 20. | Thermal blanket | 8 |
| 21. | Nasopharyngeal airways of different sizes | 4 |
| 22. | Ambu bag with a set of masks | 1 |
| 23. | Triangular bandage | 16 |
| 24. | Flexible immobilizers | 8 |
| 25. | Protective eye shields for eye injuries | 4 |
| 26. | Long transportation board with head clamps | 1 |
| 27. | Neck collars, universal | 4 |
| 28. | Occlusive bandage | 2 |
| 29. | PC/Laptop\* | 1 |
| 30. | Multimedia projector\* | 1 |
| 31. | Screen\* | 1 |
| 32. | Whiteboard ⃰ | 1 |
| 33. | Markers, various colours\* | 3 |
| 34. | Student registration form\* | 1 |
| 35. | Clinical task evaluation forms | 8 |
| 36. | Tests | 8 |
| 37. | Test answer sheet | 8 |
| 38. | Safety instructions log\* | 1 |
| 39. | Training course programme\* | 1 |
| 40. | Methodological materials of the course\* | 1 |

**Tentative course plan**

| № | Section, topic | | Total | Theory | Practice |
| --- | --- | --- | --- | --- | --- |
| 1. | The concept of the EMC system, the regulatory framework for its operation in Ukraine | | 1.0 | 1.0 |  |
|  | 1) | EMC system, functioning principles. Regulatory and legal framework for the existence of the EMC system in Ukraine. Legal aspects of providing first aid in Ukraine. |  | 0.5 |  |
|  | 2) | Regulatory and legal framework for the existence of the EMC system in Ukraine. Legal aspects of providing first aid in Ukraine. |  | 0.5 |  |
| 2. | The concept of human anatomy and physiology | | 1.0 | 1.0 |  |
|  | 1) | Basics of human anatomy |  | 0.5 |  |
|  | 2) | Basics of human physiology |  | 0.5 |  |
| 3. | Scene inspection. Initial examination of the person/victim | | 3.5 | 0.5 | 3.0 |
|  | 1) | Safety rules at the scene. The concept of the mechanism of injury. |  | 0.5 | 1.0 |
|  | 2) | Initial examination. Team interaction in providing first aid. |  |  | 2.0 |
| 4. | Emergencies. Principles of cardiopulmonary resuscitation in persons of different age groups. | | 8.5 | 1.5 | 7.0 |
|  | 1) | Emergencies that potentially threat the life of a person. Peculiarities of providing aid. |  | 0.5 | 2.0 |
|  | 2) | Sudden cessation of blood circulation in adults. Algorithm of cardiopulmonary resuscitation |  | 0.5 | 2.5 |
|  | 3) | Sudden cessation of blood circulation in children. Algorithm of cardiopulmonary resuscitation |  | 0.5 | 2.5 |
| 5. | Principles of stopping massive external bleeding. Principles of aid for internal bleeding. | | 5.0 | 1.0 | 4.0 |
|  | 1) | Injuries accompanied by blood loss. Classification of bleeding. The concept of shock. |  | 1.0 |  |
|  | 2) | Procedure of actions for massive external bleeding. |  |  | 4.0 |
| 6. | Providing first aid in case of injuries of specific anatomical areas. | | 7.0 | 1.0 | 6.0 |

|  | 1) | Signs of injury of certain anatomical areas. Procedure for providing aid. |  | 1.0 |  |
| --- | --- | --- | --- | --- | --- |
|  | 2) | Brain injury. Spine injury. Spine immobilising. |  |  | 1.0 |
|  | 3) | Chest injury. Providing aid for penetrating chest injuries. Occlusive bandages. |  |  | 1.0 |
|  | 4) | Abdominal injury. Providing aid for eventeration of internal organs. |  |  | 1.0 |
|  | 5) | Tissues injuries. |  |  | 1.0 |
|  | 6) | Fractures of limbs. Fracture immobilising. |  |  | 2.0 |
| 7. | Providing aid due to environmental factors. | | 5.0 | 1.0 | 4.0 |
|  | 1) | General characteristics of the negative impact of environmental factors. Emergencies. |  | 1.0 | 4.0 |
|  | 2) | Burns, providing aid. |  |  | 1.0 |
|  | 3) | Overheating, providing aid. |  |  | 0.5 |
|  | 4) | Hypothermia and frostbite, providing aid. |  |  | 1.0 |
|  | 5) | Electric shock and lightning strikes, providing aid. |  |  | 1.0 |
|  | 6) | Poisoning by unknown substance |  |  | 0.5 |
| 8. | Providing aid for uncomplicated childbirth. | | 1.5 | 0.5 | 1.0 |
|  | 1) | Physiological changes in pregnant women. Childbirth periods. |  | 0.5 |  |
|  | 2) | Aid for uncomplicated childbirth |  |  | 1.0 |
| 9. | The concept of disaster medicine and high-risk emergencies | | 5.0 | 2.0 | 3.0 |
|  | 1) | Disaster medicine. Peculiarities of first aid provision. Triage. |  | 1.0 | 1.5 |
|  | 2) | High-risk emergencies. Peculiarities of providing first aid. |  | 1.0 | 1.5 |
| 10. | Knowledge control | | 2.5 | 0.5 | 2.0 |
| 1) | Knowledge control - Test | |  | 0.5 |  |
| 2) | Practical exam | |  |  | 2.0 |
|  | Total | | 40.0 | 10.0 | 30.0 |

1. At the end of the course the trainee should have acquired the following skills:
2. determine and assess the breathing of the victim with suspicion of sudden cessation of blood circulation (triple exercise);
3. restore airway patency manually;
4. restore airway patency by extending the lower jaw;
5. perform pressure on the chest during cardiopulmonary resuscitation of adults;
6. carry out artificial ventilation of lungs of adults;
7. restore patency of the upper airways due to asphyxia of adults;
8. use an automatic external defibrillator during cardiopulmonary resuscitation;
9. give the victim a stable position.
10. determine and assess the breathing of the children with suspicion of sudden cessation of blood circulation (triple exercise);
11. restore airway patency manually for children of various age groups;
12. restore airway patency by extending the lower jaw;
13. perform pressure on the chest during cardiopulmonary resuscitation of children of various age groups;
14. carry out artificial ventilation of lungs of children of various age groups;
15. restore patency of the upper airways due to asphyxia of children of various age groups;
16. use an automatic external defibrillator during cardiopulmonary resuscitation;
17. give stable position to children of various age groups;
18. identify signs of massive external bleeding;
19. identify signs of internal bleeding;
20. stop bleeding with pressure bandage;
21. stop bleeding with tourniquet of CAT-type;
22. stop bleeding with tourniquet of SWAT-type;
23. stop bleeding with wound tampon;
24. apply bandages to limbs;
25. apply neck collar in injuries of cervical spine;
26. immobilise the victim on the long transportation board;
27. evacuate the victim from the transport vehicle;
28. conduct artificial lung ventilation with Ambu bag.

**Annex B**

**“Trainer/Instructor on First Aid” training course**

**Training overview**

1. The training programme is designed to train trainers in first aid.
2. The main components of the programme are: training curriculum; the content of the programme with the definition of sections, topics and elements of each topic; a list of practical skills to be acquired by trainers in first aid.
3. Programme length - 16 hours (2 days). It envisages theoretical and practical training of persons.
4. The programme of the theoretical course covers the teaching of the following topics: the concept of the principles of first aid training; the concept of certified courses, their structure; basic teaching methods (lectures, seminars, simulations, etc.), peculiarities of their teaching; psycho-types of adult students and peculiarities of teaching; possible problems during the training and ways to solve them; assessment of theoretical knowledge and practical skills of students, re-examination; training persons with special needs.
5. The aim of practical classes is to master and consolidate the knowledge gained in the theoretical course: teaching theoretical material in the form of lectures and seminars, rules for teaching practical skills, conducting clinical scenarios, preparing the training classrooms, peculiarities of working with educational equipment.
6. The following types of classes are used to implement the programme during the learning process: lectures, practical exercises, seminars. Practical exercises should be conducted in the groups of up to 8 persons. Before the start of training it is possible to provide trainees with the necessary methodological materials.

To obtain a certificate of completion of the training course, upon completion of the training the trainee should successfully pass a theoretical test and a practical exam.

The theoretical part is considered credited if the number of correct answers is at least 90%. The practical part of the exam involves determining the competence of students in the following areas: conducting a lecture, conducting a practical lesson, conducting a seminar, conducting a training scenario, conducting a practical part of the exam.

Persons who have completed general secondary education and have previously successfully completed the “First Responder” training programme (Annex A) are eligible to study under the “Trainer/Instructor in First Aid” programme.

1. Upon completion of the programme, each person should have acquired the following knowledge:
2. Main legal acts of Ukraine governing the provision of educational services.
3. Principles of preparation and conducting lectures.
4. Principles of preparation and conducting practical exercises.
5. Principles of preparation and conducting simulation scenarios.
6. Modern requirements for the use of computer programs in the preparation of classes.
7. The main psychological types of trainees.
8. Types of dummies, peculiarities and rules of their safe use during practical classes.
9. Modern requirements for the assessment of theoretical knowledge and practical skills of trainees.
10. Concept of ethics of education.
11. Concept of safety measures during training and the responsibility of the instructor.
12. Concept of “favourable learning environment”, the main provisions of its formation.
13. Training programme curriculum
14. Principle of training in first aid programmes.

Theoretical class. Concept of first aid. Regulatory framework for first aid provision. Concept of the EMC system in Ukraine. Certified training programmes, their structure.

1. Training methods.

Theoretical class. Learning strategies; teaching methods (lectures - the structure and concept of a dynamic lecture; training in practical skills), general characteristics, principles of conduct. Use of training equipment. Peculiarities of the use of educational videos in the learning process.

Practical exercise. Lecturing, teaching certain practical skills. Preparation of equipment and classrooms for training.

1. Assessment of theoretical and practical knowledge of trainees.

Theoretical lesson; general concepts of assessment of knowledge and skills of students; pre-test and its impact on teaching methods; oral examination; written exam - preparation and conduct; options of questions, their characteristics, methods of formation; assessment of practical skills; examination scenarios, peculiarities of conducting.

Practical exercise. Preparing test questions, assessment sheets for practical skills and examination scenarios, practical work on practical skills assessment.

1. Potential issues with the trainees and the strategy of their prevention.

Theoretical class. Concept of destructive behaviour: feelings of inadequacy; the presence of problems outside of training; anger, hostility or aggression; interversion or shyness; desire to be more experienced than others in the group; boredom. Conditional classification of students: dreamer, angry and sarcastic ones, expert and bored one. Instructor's rules of conduct and problem solving in case of problems.

Practical exercise. Working on situations of the presence of problems with students.

1. Peculiarities of training students with special needs.

Theoretical class. Study of the peculiarities of teaching students with dyslexia, dysphasia, dyscalculia, dyspraxia and attention deficit.

**Tentative list of the minimum equipment and materials required to conduct the programme - per group of 8 trainees**

| **№** | **Item** | **Q-ty** |
| --- | --- | --- |
| 1. | PC/Laptop | 1 |
| 2. | Multimedia projector | 1 |
| 3. | Screen | 1 |
| 4. | Whiteboard | 1 |
| 5. | Markers, various colours | 3 |
| 6. | Disinfectant | 1 |
| 7. | Student registration form | 1 |
| 8. | Clinical task evaluation forms | 8 |
| 9. | Tests | 8 |
| 10. | Test answer sheet | 8 |
| 11. | Safety instructions log | 1 |
| 12. | Training course programme | 1 |
| 13. | Methodological materials of the course | 1 |
| 14. | The set of equipment intended for teaching separate training programmes in first aid or emergency medical care\* |  |

\* - a set of equipment is used depending on the training group and the trainees’ practice of individual elements of first aid or emergency medical care

**Tentative course plan**

| № |  | Section, topic | Training hours | | |
| --- | --- | --- | --- | --- | --- |
| Total | Theory | Practice |
| 1. | Principle of training in first aid programmes | | 1.0 | 1.0 |  |
|  | 1) | Concept of first aid. Legal framework. |  | 0.5 |  |
|  | 2) | Certified training programmes, their structure. |  | 0.5 |  |
| 2. | Training methods | | 8.5 | 1.0 | 7.5 |
|  | 1) | Training methods |  | 1.0 | 2.5 |
|  | 2) | Teaching theoretical materials |  |  | 2.5 |
|  | 3) | Teaching specific practical skills |  |  | 2.5 |
| 3. | Assessment of theoretical and practical knowledge of trainees | | 2.0 | 0.5 | 1.5 |
|  | 1) | Assessing knowledge and skills of trainees |  | 0.5 | 1.5 |
| 4. | Potential issues with the trainees and the strategy of their prevention | | 1.5 | 0.5 | 1.0 |
|  | 1) | Problematic trainees, peculiarities of teaching |  | 0.5 | 1.0 |
| 5. | Students with special needs? peculiarities of teaching | | 1.5 | 0.5 | 1.0 |
|  | 1) | Peculiarities of teaching trainees wirh special needs |  | 0.5 | 1.0 |
| 6. | Knowledge control | | 1.5 | 0.5 | 1.0 |
|  | 1) | Knowledge control - Test |  | 0.5 |  |
|  | 2) | Practical exam |  |  | 1.0 |
|  |  | Total | 16.0 | 4.0 | 12.0 |

1. At the end of the course the trainee should have acquired the following skills:
2. Conduct lectures, seminars and practical classes.
3. Work out practical skills by the method of “four steps”.
4. Work with dummies, taking into account the rules and peculiarities of their use.
5. Use computer software while preparing and delivering classes.
6. Assess the main psychological types of trainees.
7. Take theoretical exams, assess trainees.
8. Take practical exams, assess trainees.
9. Prepare the training room for theoretical classes.
10. Prepare the training room for practical classes.
11. De-brief.
12. Re-exam.

**Annex C**

**Programme of the additional (advanced) training**

1. The training programme should be designed to train people who have taken the “First Responder” training.
2. The programme should envisage theoretical and practical training of persons.
3. Programme length should be 16 hours (2 days).
4. The programme of the theoretical course should be about 20% of the programme and cover the following topics:
5. algorithm of actions during mass events and injuries of a large number of people (triage of the wounded, organisation of relief centres, evacuation from the scene, report for the transfer of the wounded to the medical staff);
6. characteristics of mine-explosive injuries. Clinical characteristics of mine-explosive injuries. Providing medical aid to the wounded with mine-explosive injuries at the pre-hospital stage. Transportation of victims;
7. first aid with bullet wounds. General principles of providing first aid with bullet wounds.
8. The programme of the practical part should make about 80% of the general programme and cover the following:
9. practical work on the algorithm of actions during mass events;
10. practical work on the algorithm of actions during mass injuries of the large number of people;
11. practice of first aid provision for mine-explosive injuries;
12. practice of first aid provision for bullet injuries;
13. simulation of a case of mass traumatising during a mass event with the involvement of 15-20 “injured” people.

The Supplier should ensure the availability of the required materials for this part of the training (theoretical materials, equipment for practical classes).

**The NPU shall ensure the availability of the required number of people (up to 100 people, including 15-20 “injured”) to simulate a mass event and to work out the practical part. Trauma-like make up shall be applied by the Service provider to 15-20 police officers to resemble different types of injuries.**