

Mass Casualty Incident Management

Train the Trainer

OBJECTIVES

- Upon completion of this program participants will:
 - Understand requirements for becoming a Mass Casualty I and II Instructor
 - Understand requirements for hosting and conducting a Mass Casualty class
 - Understand recertification requirements

INTRODUCTIONS

■ Welcome

- Exit
- Bathrooms
- Smoking/Vending

■ Instructor Introduction

■ Student Introduction

INSTRUCTOR PREREQUISITES

- 21 years of age
- EMT-Basic certification or higher
- Trained in MCIM I and II (2001 or recent)
- Hold a current instructor credential
 - VAVRS
 - ARC
 - AHA
 - DFP
 - EMT Instructor
 - VDEM

RECEIVING ENDORSEMENT

- Meet all prerequisites
- Complete a MCIM Instructor Course
- Complete Virginia Office of EMS Emergency Operations Instructor Application
 - Provide supporting documentation (Instructor certification)
 - OMD Signature
 - With legible name written out
 - Provider signature

INSTRUCTOR CERTIFICATION

- Allows you to announce and receive CE for MCIM I and II
- Two year certification

MAINTAINING INSTRUCTOR ENDORSEMENT

- Teach TWO (2) MCIM II courses during two year certification period
- Attend an EMT/ALS Coordinator/EOI update during certification period
- Provide verification of attendance to OEMS

Mass Casualty Incident Management Training Funds

Funding Program

- Provide funding for the teaching of MCIM Classes
 - MCIM I (stand alone) - \$80
 - MCIM II (stand alone) - \$140
 - MCIM I and II - \$180
- Must meet terms of MCIM Training Funds Administrative Manual

Steps in Acquiring Funding

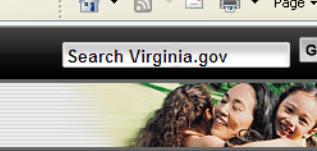
- Similar to EMS Training Funds Program
- Must have the following on file:
 - W-9
 - Direct Deposit Authorization

Process for Funding

- ▣ Complete Course Approval Request and an EMSTF contract for each course for which you are seeking funding.
- ▣ Package all course approvals and accompanying contracts in a single envelop and address them to: Virginia Office of EMS, 1041 Technology Park Drive, Glen Allen, VA 23059.
- ▣ Funding contracts will be processed based upon the date and time the contract received
 - ▣ The act of submitting a contract and/or applying for funding in no way guarantees that you will receive funding for said course.
- ▣ Per OEMS policy, all course announcements requesting reimbursement must be submitted to the Office with a funding contract.

Instructor Expectations

- ▣ Submit a completed EMS Training Fund Mass Casualty Incident Management Programs Funding Contract together with the “Course Approval Request Form”.
- ▣ Indicate funding is requested.
- ▣ Submit appropriately, all CE cards or electronic CE records as specified in 12 VAC 5-31 of EMS regulations, the EMS Training Programs Administration Manual and the EMSTF Administrative Manual.
- ▣ Submit an invoice that includes the course number, a signed course roster (original signatures are required), and CE cards (in the same order as the roster), tri-folded for payment.



EMS Training Fund Forms & Contracts

All documents are editable Word documents and must be completed electronically.

Funding Contracts:

- [EMT First Responder](#)
- [EMT Basic](#)
- [EMT Enhanced](#)
- [EMT Enhanced to Intermediate](#)
- [EMT Intermediate](#)
- [EMT Intermediate to Paramedic](#)
- [EMT Paramedic](#)
- [EMT RN to Paramedic](#)
- [Auxiliary Programs](#)
- [BLS Category 1 Continuing Education](#)
- [ALS Category 1 Continuing Education](#)
- [MCIM Courses](#)

Other Forms:

- [Course Roster](#) (when submitting a roster to OEMS, we must have original signatures)

[Printable Version](#)

Last Updated: 07-28-2011

[E-mail This Page](#)

Coordinating an MCIM Course

Accessing Files

- ▣ Once approved, will receive invitation to Dropbox
 - ▣ Will give access to all Powerpoint and word documents to support course
- ▣ DOWNLOAD FILES TO COMPUTER!
 - ▣ Do NOT save back to Dropbox

PRE-COURSE ACTIVITIES

- Locate and reserve an appropriate size classroom
 - ▣ Adequate seating and tables for students
 - ▣ Appropriate Audiovisual support
 - Screen, Projector, computer
- Ensure adequate space for tabletop exercise
- Ensure appropriate number of instructors
 - ▣ 1:8 ratio (instructor: student)
 - ▣ Minimum 10 students/Maximum 24 students

PRE-COURSE ACTIVITIES

Know your audience

-  Change pictures, add slides to make course more audience specific
-  **DO NOT CHANGE BASIC COURSE INFO**

Pre-plan tabletop exercise

-  Choose a location specific to audience
-  If mixed audience choose location that they can all identify with

GENERAL COURSE INFORMATION

MCIM I

- ▣ Approximately 1.5-2 hours to teach
- ▣ Have a copy of triage tag handy for students to pass around

MCIM II

- ▣ Approximately 6 hours to teach (including tabletop)
- ▣ Must complete table top

▣ Can be taught together in 8 hour block or two 4 hour blocks

PROGRAM SUPPORT

Power Point

- ▣ Provided a canned program
- ▣ Can change/add pictures
- ▣ Can add information specific to local plans (if desired)
- ▣ Do NOT change base information

Manuals

- ▣ Provide manuals to students
- ▣ Copies not provided by OEMS

TABLE TOP EXERCISE

■ MUST conduct

- ▣ Ties in concepts taught in class and gives a general perspective of MCIM chaos

■ All students must participate

- ▣ If they do not, then they do not receive certification

CONTINUING EDUCATION

- ▣ Continuing Education is Category 2
 - ▣ To receive, Course Approval form must be completed and returned AT LEAST 30 days in advance
 - ▣ One for MCIM I
 - ▣ One for MCIM II
- ▣ CE Cards completed and returned to OEMS

CERTIFICATES OF COMPLETION

- Complete student roster
 - ▣ Must be legible
- Fax, mail, or email to Constance Green
 - ▣ 804-371-3108
 - ▣ Constance.Green@vdh.virginia.gov
- Ensure mailing addresses are included if mailed directly to student
 - ▣ If not, provide address where all certificates can be sent
- **NO COURSE ROSTER – NO CERTIFICATES!**

QUESTIONS?