



# SKILL COMPETENCY WORKBOOK STUDENT RESOURCE

LIFEGUARD CANDIDATE NAME

TRAINING DATES

TRAINING LOCATION



# INTERNATIONAL LIFEGUARD TRAINING PROGRAM™

## SKILL COMPETENCY WORKBOOK

### STUDENT RESOURCE

## Introduction

The Skill Competency Workbook (SCW) was designed to provide International Lifeguard Training Program™ (ILTP™) lifeguard candidates with a comprehensive and standardized set of skills, training, and evaluation tools. These skill competency worksheets allow the ILTP™ lifeguard candidate the opportunity to systematically and effectively learn important aquatic rescue skills and simultaneously apply those skills to scenario-based assessments. The SCW provides lifeguard candidates with visual and tactile worksheets that clearly describe the exact performance standards required for skill performance success. The SCW was formatted in a step-by-step approach, using standardized prompts, so the ILTP™ lifeguard candidate can quickly and efficiently learn and apply his or her rescue skills.

Educational research suggests that in order to maximize learning and, more importantly, skill retention, a clear set of expectations are required. Research also demonstrates that well developed performance expectations provide for more objective and honest performance assessments. Today, these expectations are called “student learning outcomes”, or SLOs. The SCW is based on the theory that lifeguard candidates have a better chance at success when they know exactly what the SLOs are for each aquatic rescue skill. The skill competency worksheets are presented in a clear format and describe the minimally acceptable performance standards. The SCW should be utilized as a reference tool during ILTP™ lifeguard courses. The lifeguard candidate must pay particular attention to the performance steps, in their correct order. Missing any step can negatively affect guest outcomes and therefore must be performed properly. Skill standardization and objective assessment are primary goals of all vocational education. Jeff Ellis & Associates, Inc. supports the concepts of standardization and objective assessments, while continuing to emphasize the philosophy of “Make it Work”. Flexibility is the responsibility of your ILTP™ instructor. Should questions arise regarding the specific performance steps of any skill worksheet, speak with the instructor prior to any skill practice or assessment.

## Instructions - “How to Use”

The ILTP™ lifeguard candidate must become familiar with each of the skill objectives in the SCW. Particular attention should be paid to the scenario sequence provided for each objective. These sequences give clear detail on vital information necessary to complete a skill. During initial skill training, including skill practice sessions, the workbook can be “on deck” and frequently referenced by the ILTP™ lifeguard candidate. The ILTP lifeguard candidate is encouraged to review the workbook while reading the ILTP™ lifeguard textbook. The ILTP™ lifeguard candidate can practice the performance of specific skills prior to class and during class with other lifeguard candidates acting as the evaluators. Peer-to-peer learning is a powerful strategy during skill mastery. The ILTP™ lifeguard candidate should also carefully track the sequence of procedures included in each skill objective to ensure you provide consistent emergency care and guest management. In some cases, steps may be completed out of order with no significant effect on guest care depending upon the given scenario. Scenario creation remains the discretion of your ILTP™ instructor.

Eight skill competency objectives are assessed as part of the ILTP™ course completion process in this workbook. Each objective may be successfully accomplished by using a variety of the lifeguard skills presented during training. For example, skill competency objective #1 requires a lifeguard candidate to rescue a conscious guest on the surface. This objective can be achieved successfully by using any one of three rescue skills; front drive, rear hug, or two-guard rescue. The specific scenario and guest condition will determine which rescue skill is most appropriate.

Each objective has several components that need to be demonstrated for the objective to be completed as indicated by a corresponding check mark. The ILTP™ Instructor will evaluate completion of each component and overall successful mastering of each objective, by indicating its accomplishment in the Instructor’s version of the SCW for each candidate and further documenting completion in the Roster and Course Completion Management Document (RCCMD) for each course. The ILTP™ lifeguard candidate must complete all objectives in the SCW prior to taking the written exam. The ILTP™ candidate must also successfully complete all practical team exams. Team exams require the ILTP™ lifeguard candidate to perform skills in a multiple rescuer scenario-based setting. Team-based assessment is the culmination of the ILTP™ lifeguard candidate’s demonstration of his or her ability to work as a competent lifeguard with the ability to problem solve in a “real world” setting using the skills he or she has learned – Making it Work! Completion of these course requirements will be determined by the course instructor and will provide you with additional information as needed throughout the course.



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#### SKILL COMPETENCY OBJECTIVE ONE: CONSCIOUS GUEST IN DISTRESS ON THE SURFACE

**Scenario A:** The guest in distress is active on the surface and facing you.

**Scenario B:** The guest in distress is active on the surface and facing away from you.

**Scenario C:** The guest in distress is extra-active on the surface and presents a potential danger to a single rescuer.

#### Skill Description



Skill Description		✓
<b>Scenario A</b>	Lifeguard activates the EAP	
	Lifeguard performs compact jump entry safely, followed by the approach stroke	
	Lifeguard extends the tube in front with both hands prior to one body length from GiD	
	Lifeguard pushes tube slightly under water while driving tube into the chest of the GiD	
	Lifeguard locks elbows and keeps arms straight while maintaining tube position	
	Lifeguard drives GiD to point of safety while communicating with and calming the GiD	
	Lifeguard assists the GiD out of the water, followed by supervisor debrief / rescue report	
<b>Scenario B</b>	Lifeguard activates the EAP	
	Lifeguard performs compact jump entry safely, followed by the approach stroke	
	Lifeguard assumes a vertical position prior to contact with GiD, maintaining tube position	
	Lifeguard extends arms under the GiD's armpits and wraps arms around the GiD's chest	
	Lifeguard elevates GiD above water level while protecting his or her head	
	Lifeguard swims with GiD to point of safety while communicating with and calming the GiD	
	Lifeguard assists the GiD out of the water, followed by supervisor debrief / rescue report	
<b>Scenario C</b>	Lifeguard activates the EAP (Primary Rescuer)	
	Lifeguard performs compact jump entry safely, followed by the approach stroke	
	Lifeguard recognizes the inability to rescue alone and raises fist above head	
	Lifeguard blows whistle (Secondary Rescuer)	
	Lifeguard performs compact jump entry safely, followed by the approach stroke	
	Lifeguards (Primary and Secondary) approach GiD from opposite sides (facing and away)	
	Lifeguard signals to move (Primary Rescuer)	
	The lifeguard that ends up behind extends arms under the GiD's armpits and raises hands	
	The lifeguard that ends up in front drives the tube into the hands of the opposite lifeguard	
	The lifeguard behind the GiD pulls front rescue tube against the GiD's chest	
	The rescue team swims with the GiD to point of safety while communicating with and calming GiD	
	The rescue team assists the GiD out of the water, followed by supervisor debrief / rescue report	

Has Lifeguard Candidate demonstrated Skill Competency for Objective ONE?

FAIL

PASS

Candidate Name:

ILTP™ Instructor Signature:

Date Completed:



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### SKILL COMPETENCY OBJECTIVE TWO: CONSCIOUS GUEST IN DISTRESS BELOW THE SURFACE

**Scenario:**

The guest in distress is active (appears to be conscious) below the surface of the water, but within hands reach.

Skill Description	
Lifeguard activates the EAP	
Lifeguard performs compact jump entry safely, followed by the approach stroke	
Lifeguard arrives directly in front of and above the GiD	
Lifeguard positions the tube and reaches over the tube and grabs the GiD's hand or arm	
Lifeguard pivots back and pushes tube under the GiD's armpit/chest while pulling the guest up to the surface	
Lifeguard locks the extended arm's elbow in order to maintain arm's length distance from GiD	
Lifeguard drives/pulls GiD to point of safety while communicating with and calming the GiD	
Lifeguard assists the GiD out of the water, followed by supervisor debrief / rescue report	



Has Lifeguard Candidate demonstrated Skill Competency for Objective TWO?

FAIL

PASS

### SKILL COMPETENCY OBJECTIVE THREE: CONSCIOUS GUEST IN DISTRESS ON THE BOTTOM

**Scenario:**

The guest in distress is active (appears to be conscious) on the pool's bottom. The guest is deep, beyond hands reach.

Skill Description	
Lifeguard activates the EAP	
Lifeguard performs compact jump entry safely, followed by the approach stroke	
Lifeguard arrives directly in front of and above the GiD	
Lifeguard releases the tube and executes a feet-first surface dive, arriving directly behind the submerged GiD	
Lifeguard reaches across the GiD's chest, grasping the armpit while the other hand feeds the strap, lifting the GiD	
Lifeguard brings the GiD to the surface, presenting the rescue tube to the front of the GiD asking the GiD to grab it	
Lifeguard swims the GiD to point of safety while communicating with and calming the GiD	
Lifeguard assists the GiD out of the water, followed by supervisor debrief / rescue report	



Has Lifeguard Candidate demonstrated Skill Competency for Objective THREE?

FAIL

PASS

Candidate Name:

ILTP™ Instructor Signature:

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### SKILL COMPETENCY OBJECTIVE FOUR: UNCONSCIOUS GUEST IN DISTRESS ON THE SURFACE

**Scenario:**

The guest in distress is unconscious on the surface of the water.

Skill Description	✓
Lifeguard activates the EAP	
Lifeguard performs compact jump entry safely, followed by the approach stroke	
Lifeguard arrives behind the GiD and in a vertical position, keeping the tube between the lifeguard and GiD	
Lifeguard extends arms under the GiD's armpits and wraps arms around the GiD's chest	
Lifeguard elevates the GiD back, maneuvering the tube under the GiD's back to facilitate an open airway position	
While moving with the GiD toward the extrication point, the lifeguard opens the airway of the GiD using the Jaw Thrust with head tilt and quickly assesses for breathing	
No obvious spontaneous breathing is detected, the lifeguard confirms assistance from other EAP responders	
Lifeguard delivers two ventilations and continues with rescue breathing while moving toward the extrication point	
Lifeguard continues rescue breathing until EAP responders are ready to extricate the GiD	



**Has Lifeguard Candidate demonstrated Skill Competency for Objective FOUR?**

FAIL

PASS

### SKILL COMPETENCY OBJECTIVE FIVE: UNCONSCIOUS GUEST IN DISTRESS BELOW THE SURFACE

**Scenario:**

The guest in distress appears to be unconscious below the surface of the water, but within hands reach.

Skill Description	✓
Lifeguard activates the EAP	
Lifeguard performs compact jump entry safely, followed by the approach stroke	
Lifeguard arrives directly in front of and above the GiD	
Lifeguard positions the tube and reaches over the tube and grabs the GiD's hand or arm	
Lifeguard pivots back and pushes tube under the GiD's armpit/chest while pulling the guest up to the surface	
Lifeguard rolls the GiD back, maneuvering the tube under the GiD's back to facilitate an open airway position	
While moving with the GiD toward the extrication point, the lifeguard opens the airway of the GiD using the Jaw Thrust with head tilt and quickly assesses for breathing	
No obvious spontaneous breathing is detected, the lifeguard confirms assistance from other EAP responders	
Lifeguard delivers two ventilations and continues with rescue breathing while moving toward the extrication point	
Lifeguard continues rescue breathing until EAP responders are ready to extricate the GiD	



**Has Lifeguard Candidate demonstrated Skill Competency for Objective FIVE?**

FAIL

PASS

**Candidate Name:**

**ILTP™ Instructor Signature:**

**Date Completed:**



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### SKILL COMPETENCY OBJECTIVE SIX: UNCONSCIOUS GUEST IN DISTRESS ON THE BOTTOM

**Scenario:**

The guest in distress appears to be unconscious on the pool's bottom. The guest is deep, beyond hands reach.

Skill Description	✓
Lifeguard activates the EAP	
Lifeguard performs compact jump entry safely, followed by the approach stroke	
Lifeguard arrives directly in front of and above the GiD	
Lifeguard releases the tube and executes a feet-first surface dive, arriving directly behind the submerged GiD	
Lifeguard reaches across the GiD's chest, grasping the armpit while the other hand feeds the strap, lifting the GiD	
Lifeguard brings the GiD to the surface, placing the guest on the rescue tube in an open airway position	
While moving with the GiD toward the extrication point, the lifeguard opens the airway of the GiD using the Jaw Thrust with head tilt and quickly assesses for breathing	
No obvious spontaneous breathing is detected, the lifeguard confirms assistance from other EAP responders	
Lifeguard delivers two ventilations and continues with rescue breathing while moving toward the extrication point	
Lifeguard continues rescue breathing until EAP responders are ready to extricate the GiD	



**Has Lifeguard Candidate demonstrated Skill Competency for Objective SIX?**

FAIL

PASS

### SKILL COMPETENCY OBJECTIVE SEVEN: SUSPECTED SPINAL SKILLS AND EXTRICATION (TWO OR MULTIPLE RESCUERS)

**Scenario A:** The guest in distress is conscious on the surface holding his/her neck and in pain (shallow water)

**Scenario B:** The guest in distress is conscious below the surface holding his/her neck and is in pain (deep water)

Skill Description	✓
<b>Scenario A</b> Lifeguard activates the EAP	
Lifeguard performs "ease in" entry safely, approaches the GiD, minimizing wave action	
Lifeguard uses immobilization technique appropriate for the situation while communicating with the GiD	
Lifeguard adjusts to overarm vise grip technique (if necessary) for placement on backboard	
Lifeguard moves the GiD to the extrication point while communicating and maintaining stabilization	
Lifeguard and other rescuer(s) secure GiD to the backboard, followed by appropriate care on deck	
<b>Scenario B</b> Lifeguard activates the EAP	
Lifeguard performs "ease in" entry safely, approach stroke to a position just above the GiD	
Lifeguard submerges feet-first to the side of the GiD, applying the vise grip while moving up at an angle	
Lifeguard breaks the surface rolling the GiD face up while maintaining stabilization. Confirm breathing	
GiD is breathing. Lifeguard and other rescuers move the GiD to the extrication point following EAP	
Lifeguard and other rescuer(s) secure GiD to the backboard, followed by appropriate care on deck	



**Has Lifeguard Candidate demonstrated Skill Competency for Objective SEVEN?**

FAIL

PASS

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**Date Completed:**



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#### SKILL COMPETENCY OBJECTIVE EIGHT: HEALTH CARE PROVIDER LEVEL CPR/AED & OXYGEN ADMINISTRATION / FIRST AID (MULTIPLE RESCUERS RESPOND)

**Scenario A: An unresponsive elderly guest is lying on deck near the pool (non-spinal)**  
**Scenario B: An unresponsive child is lying on the deck near the pool (non-spinal)**  
**Scenario C: An unresponsive, infant with blue lips is being held by a frantic parent near a picnic table with food**

Skill Description		✓
<b>Scenario A</b>	First responding lifeguard surveys the scene (scene is safe) activates the EAP	
	Responding lifeguards bring all equipment, including AED, Oxygen, BVM, V-vac, O2 port, etc.	
	First responding lifeguard (and all subsequent responders) put on exam gloves before performing care	
	First responding lifeguard checks for responsiveness and Normal breathing (Agonal breathing guest)	
	First responding lifeguard positions for pulse check at the carotid artery, or up to 10 seconds	
	PULSE IS PRESENT. Lifeguard(s) begin Rescue Breathing, 1 breath every 5 seconds for 2 minutes	
	Pulse is reassessed for up to 10 seconds. NO PULSE. Start CPR, 30 compressions, 2 breaths	
	First breath does not go in. Re-tilt, readjust mask, reattempt results in visible chest rise, return to CPR	
	AED is ready, chest is prepared. AED is attached, follow prompts, resume CPR when appropriate	
	Switch compressors every AED analysis or when a rescuer is fatigued. Continue until EMS takes over	
<b>Scenario B</b>	First responding lifeguard surveys the scene (scene is safe) activates the EAP	
	Responding lifeguards bring all equipment, including AED, Oxygen, BVM, V-vac, O2 port, etc.	
	First responding lifeguard (and all subsequent responders) put on exam gloves before performing care	
	First responding lifeguard checks for RESONSIVENESS and NORMAL BREATHING (No Breathing)	
	First responding lifeguard positions for pulse check at the carotid artery, or up to 10 seconds	
	PULSE IS PRESENT. Lifeguard(s) begin Rescue Breathing, 1 breath every 3 seconds	
	On 10 <sup>th</sup> ventilation, GiD vomits food and other stomach contents. Roll to recovery position, clear mouth	
	Resume rescue breathing. First breath does not go in, re-tilt, readjust, breath still does not go in	
	Begin mid-sequence FBAO, beginning with 30 chest compressions, look in the mouth, see nothing	
	Provide two ventilations. Chest rises and falls. Resume rescue breathing for remainder of 2 minutes	
	Pulse is reassessed for up to 10 seconds. NO PULSE. Start CPR, 30 compressions, 2 breaths	
	AED is ready, chest is prepared. AED is attached, follow prompts, resume CPR when appropriate	
Switch compressors every AED analysis or when a rescuer is fatigued. Continue until EMS takes over		
<b>Scenario C</b>	First responding lifeguard surveys the scene (scene is safe) activates the EAP. Requests to help	
	Responding lifeguards gather equipment and come to the scene. Parent gives infant to lifeguard	
	Infant's eyes are open with arms moving and legs kicking. Food residue is on the blue lips, no sounds	
	Lifeguard begins 5 back blows and 5 chest thrusts, alternating while infant remains responsive	
	Infant loses consciousness. Lifeguard places infant on a flat surface and begins CPR	
	30 chest compressions, look in the mouth, see a hot dog, remove it by plucking it out	
	Attempt two breaths, breaths go in, infant begins to cough and cry	
	The rescue team assists parent with infant, followed by evaluation of infant's condition	
Complete documentation, debrief with supervisor		

**Has Lifeguard Candidate demonstrated Skill Competency for Objective EIGHT?**

FAIL

PASS

**Candidate Name:**

**ILTP™ Instructor Signature:**

**Date Completed:**