



Memorandum

To:	Clubs, Presidents, Chief Training Officers, Captains
From:	Director of Lifesaving & Education, Simon Torsellini
CC:	BOM, LSEC
Date:	30 th October 2015
Pages:	1
Subject:	Processing Advanced Resuscitation Techniques (ARTC) and ART (AID) Skills Maintenance

Dear Clubs

Further to queries the Branch Office has been receiving from Clubs in processing the above Skills Maintenance this season in SurfGuard, please see below the SLSNSW recommended procedure :

Processing Advanced Resuscitation Techniques (ARTC) and ART [AID] skills maintenance

Following the updating of the Health Training Package in 2014, there are now two awards on SurfGuard for Advanced Resuscitation (as below).

- Advanced Resuscitation Techniques Certificate (ARTC)
- Advanced Resuscitation Techniques [AID]

Some members will hold one and some will hold both. Members who hold the [AID] award have upgraded to or been issued with the most current unit of competency (HLTAID007).

To ensure that ART proficiencies are correctly processed this season, please follow the below process:

Following the skills maintenance session:

1. Create a New Assessment Request for 'Advanced Resuscitation Techniques [AID]' as a 'Bulk Proficiency'.
2. From the list of members who have completed the ART skills maintenance (as recorded on a Proficiency Card), select (and move to the right side box) the members whose names appear in the 'Candidates: Available:' box, plus tick these names off on the Proficiency Card as you go.
3. Once you have processed these, create another New Assessment Request for the award 'Advanced Resuscitation Techniques Certificate' as a 'Bulk Proficiency'.
4. Select only the remaining members from the Proficiency Card and process as normal

Trust this this procedure clarifies any processing queries.

Regards

Simon Torsellini
DIRECTOR OF LIFESAVING