



# COURSE CATALOG



# DQE-ON-DEMAND COURSE CATALOG

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## DECONTAMINATION PROGRAM

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### Staff Orientation Training

#### **HD101: Hospital Decontamination Orientation** (10 minutes)

This course provides hospital personnel with a general overview of the decontamination process so that they will know how to react should they encounter a contaminated patient or be asked to support the activities of the Decon Team.

### OSHA - Awareness Level Training

Annual Awareness Level training is required for hospital personnel who may encounter a contaminated patient or be called upon to support the decontamination process, but are not part of the hospital's Decon Team. This training addresses hazardous material recognition, identification, and response, as well as plan activation and notification. Instruction includes an overview of decontamination and personal protective equipment (PPE), a review of pertinent regulatory requirements, and an overview of an emergency decontamination operation.

#### **HD110: Introduction to Hazardous Materials** (11 minutes)

This course provides an overview of the hazardous materials problem, emphasizing the impact of a chemical release on the community and the hospital.

#### **HD111: Contaminant Identification** (22 minutes)

In this course, viewers will understand which critical questions can be answered by contaminant identification and how this information may impact a response. Learners will become familiar with a variety of reference materials and will also gain an understanding of how to interpret information related to contaminant identification.

#### **HD112: Initial Contact – Recognition, Avoidance, Isolation & Notification Procedures** (8 minutes)

This course reviews the steps necessary to properly recognize a contaminated individual, how to limit the risk of secondary exposure, and the procedure for implementing the hospital's emergency response plan.

#### **HD113: Decon Team Organization** (9 minutes)

This course covers the Incident Command System, or ICS, as it applies to an emergency decontamination operation and will detail the standard operating guidelines for each role or sector in the response.

#### **HD114: Emergency Decontamination Operation (EDO)** (16 minutes)

This course provides a detailed overview of an emergency decontamination operation from the point of patient presentation and code initiation through the actual decontamination process, concluding with Decon Area clean-up procedures.

### OSHA - Operations Level Training

OSHA requires annual Operations Level training for hospital personnel who are expected to decontaminate victims or handle them before they are thoroughly decontaminated. This training fulfills the didactic portion needed for certification and includes training on recognition, notification, and activation procedures, Decon Area setup, and the selection and use of personal protective equipment (PPE). This training also addresses topics related to incident management, communication, and personal roles and responsibilities.

*Prerequisite: OSHA - Awareness Level Training*

#### **HD210: Personal Protective Equipment (PPE)** (14 minutes)

This course provides a good working knowledge about personal protective equipment (PPE) including when it's needed and what components make up a typical PPE ensemble. It also discusses the various levels of protection and when it is appropriate to upgrade or downgrade the level of protection. In addition, the maintenance and care of this equipment will be discussed.

#### **HD211: PPE Donning & Doffing** (21 minutes)

This course demonstrates the step-by-step process of donning and doffing personal protective equipment or PPE with a variety of respirators.

**HD212: Decontamination Theory & Practice** (18 minutes)

This course focuses on the physical decontamination process and describes suitable locations for conducting decon. Learners will be able to compare fixed and portable systems and the advantages and disadvantages of each of them. Finally, the nuances in managing localized HazMat events versus incidents resulting in mass casualties, is also discussed.

**HD213: Patient Decontamination Process** (8 minutes)

This course demonstrates methods for the actual cleaning of patients in the various modes of presentation. It is intended to instruct Decon Team members who will function as the Operations Team in an Emergency Decontamination Operation, or E.D.O.

**HD214: Decontamination Area Setup** (15 minutes)

This course focuses on the practical theory behind setting up a Decon Area in the safest and most efficient manner regardless of its location or style of decontamination equipment

## Decontamination Program Support Training

**HD230: Case Study - Emergency Decontamination Operation** (7 minutes)

This course brings all the previous lessons together. In this program, the full decontamination operation from the perspective of the Decon Unit Leader is presented.

**HD311: Decontamination Program Implementation** (23 minutes)

This course helps hospital decontamination program administrators understand how to plan create, and sustain a decontamination program.

**HD313: Post-Incident Management** (10 minutes)

This course instructs participants how to critique a response, ensure the safety of the responders, perform post-decon cleanup and disposal procedures, and follow-up with documentation.

## EVACUATION PROGRAM

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### Staff Orientation Training

#### **EV101: Hospital Evacuation Orientation** (8 minutes)

This course provides hospital personnel with a general overview of the evacuation process. Students will better understand the multiple steps and responsibilities associated with the evacuation procedure and know how to respond appropriately to an evacuation.

### Response & Leadership Training - Movement Teams

Training for personnel assigned to move and stage patients in the evacuation process.

#### **EV110: Introduction to Hospital Evacuation** (18 minutes)

This course discusses the evacuation decision making process, along with a review of the various types of evacuation and alternatives to hospital evacuation that must always be considered. This course introduces essential evacuation concepts that will be used in other courses.

#### **EV120: Emergent Evacuation** (16 minutes)

This course describes in detail the process and various steps associated with emergent evacuation of non-patient, general inpatient, critical care, and specialty care units.

#### **EV130: Non-Emergent Evacuation - Overview** (30 minutes)

This course describes in detail the process of urgent and planned evacuation, and addresses the method for classifying patients based on their mobility level, patient preparation activities, and appropriate discharge procedures.

#### **EV131: Non-Emergent Evacuation - Process** (12 minutes)

This course addresses the sequential process of moving patients during a non-emergent evacuation situation. It starts with defining movement teams, temporary patient care and staging areas, and designated incident managers. The course concludes with a review of the actual sequence of patient flow and elevator coordination procedures.

### Response & Leadership Training - Management & Planning

Training for personnel responsible for mitigation, preparedness, response & recovery activities, and incident management.

*Prerequisite: Response & Leadership Training - Movement Teams*

#### **EV140: Evacuation Planning, Training & Exercises** (20 minutes)

This course assists hospital personnel in planning, preparing for, and carrying out the multi-faceted process of hospital evacuation. The course addresses specific preparedness measures, plan activation criteria, and training and exercise considerations.

#### **EV151: Evacuation Command & Control** (17 minutes)

This course sets forth the roles, focus and functions of incident management in the process of evacuation. It begins by describing the relevant elements of incident command and the organization of the Evacuation Branch that manages the process. Training concludes with a discussion of the process for calling in additional staff, determining patient dispositions, and tracking patients to their destinations.

#### **EV160: Evacuation Logistics** (18 minutes)

This course discusses the primary logistical considerations associated with the process of hospital and patient evacuation. Training addresses the resource-related issues needed to maintain continuity of care, including staffing, supplies, and equipment. It concludes by describing the process for preserving the integrity of the physical plant and considerations for post-evacuation recovery of the hospital.

## HOSPITAL INCIDENT COMMAND PROGRAM

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### Staff Orientation Training

#### **EM101: Emergency Management & Incident Command Orientation** (21 minutes)

This course familiarizes staff with how hospitals prepare for and manage emergencies. Common planning techniques and the basics of the Hospital Incident Command System (HICS) are discussed.

### **NIMS 100 Level Training - Introduction to ICS for Healthcare**

Training that introduces personnel to the Incident Command System (ICS), as it applies to the healthcare/hospital environment, and provides a foundation for higher-level ICS concepts. It describes the history, features and principles, and organizational structure of the ICS. This training explains the relationship between ICS and the National Incident Management System (NIMS).

#### **EM110: Introduction to the Incident Command System** (20 minutes)

This course is an introduction to the Hospital Incident Command System that familiarizes staff with how hospitals prepare for and manage emergencies. It discusses common planning techniques and the basics of the Hospital Incident Command System (HICS).

#### **EM111: Incident Command System Organization & Leadership** (28 minutes)

This course helps learners become familiar with the Incident Command System's organizational philosophy, understand the importance of good leadership skills in ICS and begin to understand the upper level positions in the ICS organization.

### **NIMS 200 Level Training - Single Resources and Initial Action Incidents**

Training for healthcare personnel to operate efficiently during an incident or event within the Incident Command System (ICS). It provides resources and guidance for personnel who are likely to assume a supervisory position within the ICS.

*Prerequisite: NIMS 100 Level Training - Introduction to ICS for Healthcare*

#### **EM210: Hospital Emergency Management Program** (22 minutes)

This course describes the elements of a comprehensive hospital emergency management program, explains why it is important, and discusses effective program development and implementation.

#### **EM211: Hospital Incident Management Team** (26 minutes)

This course presents the roles and functions of the Operations, Logistics, Planning and Finance sections within the standard ICS-based organization. Several examples are given to highlight the application of these sections and positions. This course also introduces a key tool called a Job Action Sheet, developed for hospitals by the Emergency Medical Services Authority in California.

#### **EM212: HICS Activation & Command** (28 minutes)

This course describes the process for determining when a hospital's ICS-based Emergency Operations Plan (EOP) should be activated. It also covers some of the immediate Command functions that will be performed upon activation of the EOP.

### **NIMS 700 Level Training - Introduction to the National Incident Management System**

This training provides a general overview of the purpose, principles, key concepts and benefits of NIMS. The courses review how the NIMS national approach to emergency response and incident management will impact healthcare organizations and the emergency response capabilities of the nation as a whole.

*Prerequisite: NIMS 100 Level Training - Introduction to ICS for Healthcare*

#### **EM710: Overview of FEMA IS-700** (33 minutes)

This course provides a general overview of how the NIMS comprehensive national approach to emergency response and incident management will impact healthcare organizations and the emergency response capabilities of the nation as a whole.