

interoffice

MEMORANDUM

Date: January 6, 2011

To: PICs

From: Aquatic Supervisors

Subject: Returning Lifeguard Check-in and Skill Review

Following are instructions to follow for completing the check-in and skill review process on returning lifeguards. If you have any questions please contact your Aquatic Supervisor.

Check-in and Skill Review Process

1. Prior to working their first day, lifeguards should have completed the online check in. Doing so will allow them to be scheduled to work. The online check in will cover all relevant trainings, topics and updates for the upcoming season.
2. Once a guard has arrived to work, you are responsible for conducting their skill review.
 - a. Each returning lifeguard is required to show proficiency in the following skills:
 1. Rescue using a rescue tube
 2. Rescue using a rescue board
 3. One of the following:
 - A) Adult CPR/AED skills
 - B) Child CPR skills
 - C) Infant CPR skills
 - b. The skills review must be completed on the first day in which the lifeguard works. If it is not possible to complete the skill review on the first day back for an individual lifeguard you must contact the appropriate Aquatic Supervisor or Aquatic Assistant to schedule another day to perform the skill review.
 - c. The PIC is responsible for administering the skill review to each lifeguard. The PIC will designate someone to administer the skill review to the PIC. The skill review will be administered using the **Returning Lifeguard Skill Review Packet** found in the Employee File Folder Box. The PIC will have every lifeguard perform the rescue tube and rescue board skills. The PIC will choose one of the three CPR scenarios for each lifeguard. The PIC should rotate between adult, child, and infant skills so that no two lifeguards in a row get the same scenario.
 - d. If a lifeguard does not get a passing score on any skill, the PIC should advise and provide direction on how to successfully complete the skill. The lifeguard should then be retested on the skill. The lifeguard should be retested until they successfully complete the skill. The PIC should contact the Aquatic Supervisor or Aquatic Assistant if a lifeguard is unable to successfully complete a skill after a second attempt.

3. ***** IMPORTANT*** Telephone the on duty Aquatic Supervisor and advise them that the candidate successfully completed the check-in and skill review process.**
4. Collect all completed check-in and skill review forms and submit to the appropriate Aquatic Supervisor ASAP.