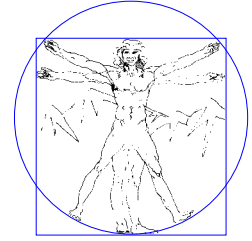


# the Wilderness Medicine Training Center



## Sponsor Booklet

### Introduction

This booklet is intended to provide you with enough information to sponsor a course with the Wilderness Medicine Training Center. Use it in conjunction with the rest of our web site to plan your course. It is intended to reduce confusion and attend to potential glitches before they become problems. There is quite a lot of detail. If you have any questions please contact our office so that they can be quickly resolved. Please note that courses can be taught on expedition (river, remote basecamps, etc.). A summary checklist and time line appear at the end.

### Scheduling Courses

The actual scheduling process is simple. Call the office and speak with Paul Nicolazzo; he will send you a sponsor questionnaire. Complete the questionnaire and return it to our office ASAP. When we have agreed upon the type of course(s), dates, and specific costs, we will hold the verbal agreement binding for a maximum of three weeks (21 days); the amount of time may vary depending on the specific course dates and will be specified at the time of contracting. You will receive a copy of a contract via the internet as Acrobat PDF file. Print and sign two copies; return one to our office. Once we receive the signed contract we will officially schedule your course and, if requested, list it on our website course schedule and link it to a pdf registration form.

### Deposit & Canceling a Course

A deposit (specified in the contract) is due two months (60 days) prior to the scheduled course start. A \$200 course registration fee is due and forfeit if you cancel a course six plus months prior to the scheduled course start. 50% of the deposit plus applicable instructor travel and material expenses is due and forfeit if you cancels a course within six months of the scheduled course start. 100% of the deposit plus applicable instructor travel and material expenses is due and forfeit if you cancel a course within three months of the scheduled course start.

### Payment

Each course will be invoiced as an Adobe pdf file; payment is due within 15 days of receipt of the file or by the date specified in the contract, whichever is later. Late charges of 2% per month will be charged to all late payments. In addition, you must agree to pay any and all reasonable court and legal fees necessary to enforce the contract. If the deposit is not received the contract will be cancelled and you will be billed as above.

You may pay by check, money order, certified bank check, or by credit card. A 3% surcharge will be added to your invoice if you choose to pay using a credit card. The money does NOT go to WMTC but reflects the processing fee charged to us by the credit card company; in this case, PayPal. You must indicate your desire to pay by credit card in the sponsor questionnaire. If you check this payment option you agree to the 3% surcharge. In this case the e-mail with your invoice will contain a credit card payment button that links you directly to PayPal website. Click the button and follow the directions on the PayPal site to use your credit card.

## Sponsoring a DLP Course

Sponsoring a DLP course requires slightly more sponsor and WMTC office support than a Standard Course and the process and timelines are different. It is extremely important prospective students understand how a DLP course works, how it differs from our Standard courses, and their role as a student. To that end we have created a DLP Student Booklet (pdf file) that should be given to students prior to registering for a DLP course. We also ask that sponsors have students sign the our DLP release form upon registration. Among other things, the release form acknowledges that the student has read the DLP Student Booklet, understands their role and responsibilities in the process, and agrees to abide by the guidelines set forth in the booklet and the release form.

If you are sponsoring a combination DLP WFA/Review or DLP WFR/WEMT course, you will need to clearly identify all Review students when corresponding with the WMTC office as they each receive different DVDs and tests. You will also need to ensure that they receive the correct DVD.

Shortly after contracting, we will set a "test due" date approximately a week before the practical session begins. The additional week allows us to extend the due date to address student glitches (sickness, injury, etc.). Once the test due date has been set, we can begin to market your course. Six weeks prior to the start of the on-site practical session and every week thereafter, you will need to email an updated course roster to the WMTC office to ensure that all students receive their test access information. The Roster MUST specify the type of DLP course the student is registered for and a valid e-mail address for each student. You will be sent a copy of each student's username and password required for access to test.com; keep them in a safe place for reference. Please use the following format:

### Course Type (WFA, Recertification, WFAA, WFR, WEMT)

1.  
student name  
confirmed e-mail address
2.  
student name  
confirmed e-mail address

### EXAMPLE:

#### WFA

1.  
Jane Smith  
Jane86945@hotmail.com
2.  
Bill Johnson  
Bill\_Johnson@UPS.edu

#### Recertification

1.  
George Beetle  
GB@gmail.com

It is also imperative that students register with enough time to complete the distance learning portion of the course prior to the start of the on-site practical session. The length of time will vary depending on the type of course and the individual student's circumstances. In general, students register-

ing for a DLP WFA will need a minimum of one week of prep time. All other courses will require at least two weeks of prep time. This requires some coaching on your part. We want students to both learn and enjoy their course. The single most important impediment to this outcome is not enough prep time.

Sponsor requirements and materials for the practical session of a course are no different than those for a Standard course. Please call or e-mail the WMTC office with questions or comments.

### Advertising

Unless you can fill a course with staff from your organization it will be necessary for you to advertise locally, and perhaps regionally. To help you with the advertising process, we design a color poster free of charge when you schedule your course. The poster will be sent to you as a Adobe Acrobat PDF file for downloading and printing. We will customize the poster and flyer to include your name, course(s), dates, costs, phone number, and e-mail address. In addition to placing the posters and flyers in prominent locations (colleges, climbing gyms, community bulletin boards, outdoor stores, etc.) we recommend that you contact local outdoor companies. Many have seasonal or new guides who are looking for a course. Climbing, paddling, and hiking clubs are another source of potential students. You may also wish to contact your local radio station, TV station, and newspaper. They may be willing to list your course as a public service announcement. We will send you a draft press release at no charge. Your course (unless you request otherwise) will appear on our web page and our office will refer interested students to you. Upon request we will also include link your course to a separate page, post pictures, describe the course site, fees, and link to a registration form that may be downloaded. There is no additional charge for this service.

### Costs & Pricing

Tuition is billed at a per student basis with a 14 student per course minimum. Please e-mail our office for a current fee schedule. We prefer to send two instructors to every course. Occasionally we will send a third instructor for courses with students 24+. The preferred maximum number of students per course is 30. We have found that in order to maintain course quality, logistics increase significantly with courses above 30 students. That said, we often teach course with enrollment larger than 30 students and have perfected a number of successful teaching strategies for large groups. Additional instructors are scheduled to maintain a maximum instructor to student ration of 1:15 (we prefer 1:12).

As the course sponsor you are responsible for all instructor travel and expenses while traveling and during your course. We will make every effort to keep costs to a minimum. Upon request we will advise sponsors of estimated instructor travel costs before a Contract for Services is written and sent. We can only quote plane fares based on the current rates. Sponsors are responsible for plane fares at the time of booking. Plane fares will be booked when the course deposit has been received. Driving costs are currently charged at 50 cents per mile and vary with the cost of oil and reflect the federal reimbursement guidelines. In addition sponsors are responsible for providing room and board for the course instructors. Instructor quarters should be clean and private. Meals should be healthy. Please contact the course instructors directly with questions regarding personal quarters, meals, and site requirements/limitations at least one month prior to your course start.

You are also responsible for local & regional advertising, a pre-course student mailing (containing site information, directions and map, course syllabus, and textbook six weeks before the course start), some medical/rescue gear, and the shipping of course materials & gear to and from the course site. Once the course is contracted we will provide you with color and black & white pdf posters to assist you with your advertising. You may print and post the posters as well as send them to others as an e-mail attachment for them to print and post.

When pricing courses for the public, you should consider the associated costs above and beyond

the fees mentioned above. These additional costs and services may include: food, camping or lodging, advertising, pre-course mailings, bus or airport pickup, etc. Depending on services you plan to offer, additional course fees may range from \$100 per day to over \$500 per day more than the fees you are contracted to pay us. Consider budgeting some “slush” money to cover unexpected expenses (there WILL probably be some). A pricing worksheet follows:

### Pricing Worksheet

	14 students X \$ _____ Tuition per student = \$ _____
	\$ _____ Instructor transportation X _____ Instructors = \$ _____
	\$ _____ Lodging X _____ Instructors X (course length in days +2) = \$ _____
	\$ _____ Food X _____ Instructors X (course length in days +2) = \$ _____
	\$ _____ UPS Shipping of course materials = \$ _____
	14 students X \$ _____ mailing student packet = \$ _____
	Advertising = \$ _____
	Projected Administrative Costs = \$ _____
	Student Transportation Costs = \$ _____
	Classroom Rental Fees = \$ _____
	Housing or Camping fees = \$ _____
	Gear Rental or Purchase = \$ _____
	Sub Total = \$ _____
	± 10% Miscellaneous expenses (slush fund) = \$ _____
	Total = \$ _____

### Students & Their Questions

Students will have many, many questions. If you are a new sponsor it may be difficult to answer them all. Especially those that are medical or legal; please refer these students to our web site. If they cannot find an answer there refer the student to our office. Please avoid guessing or interpretation.

Many student questions are logistical. These are best handled with a detailed pre-course mailing after their deposit has been received. If you have a website, consider dedicating a page to each course and place all the logistical information there with pdf file downloads for site rules, directions, syllabus, registration form, release form, what to bring, how to prepare, WMTC student booklet, information about lodging, camping, and meal options, etc. Combined with your welcome e-mail this gives most students an easy place to go for all the information they need.

Common questions relate to camping or lodging, meals, what to bring, what to wear, weather, how to get there, start and finish times, text books, etc. Unless otherwise stated each day will start at 8 AM and finish when the days material has been covered (usually by 6 PM unless there is a scheduled evening session). Request that each student arrive with enough time to acquaint themselves with the course site, classroom, and house rules. Emphasize that they need to be on time for the course start and that

their return travel plans should be made with the understanding that the course may not be over until the evening of the last day. If you are not providing them, remember to remind students to bring two T-shirts, two long sleeved shirts, and two pair of long pants. Inform them that these clothes will be cut and destroyed during simulations and that they are required for the course. Also remind them to bring old clothes for the skills sessions and PAS drills; they will be rolling about the muck and won't want to wear their new Goretex jacket, etc. It is extremely important that all the students understand they need to be present and engaged for the entire course to receive certification. In addition to travel and site information, each student should receive prior to their course a syllabus, lab descriptions, and textbook. Prospective students will find it extremely helpful to read the entire text prior to the course. They should focus on understanding the concepts; the details will be addressed during their course. They should be familiar with both the material and acronyms as much as possible prior to the first lecture. Review students should study their notes and the text prior to their course. Ideally, your pre-course mailing should be sent approximately six to eight weeks before the course starts. It should address all these issues and more. Keep in mind that no matter how detailed your mailing and how complete your answers, some students will still not quite 'get it.' As you sponsor more and more courses everyone will get better at 'getting it'. Remember too, that each student will have a truly awesome course and that they will thank you for providing them with the opportunity.

### Student Gear Check List:

- \_\_\_\_\_ Two (2) T-shirts (will be cut)
- \_\_\_\_\_ Two pair of LONG pants (will be cut)
- \_\_\_\_\_ Two LONG SLEEVED shirts (will be cut)
- \_\_\_\_\_ watch
- \_\_\_\_\_ large mouth water bottle
- \_\_\_\_\_ note book(s)
- \_\_\_\_\_ colored pens or pencils
- \_\_\_\_\_ regular #2 lead pencils
- \_\_\_\_\_ old clothing for labs (will NOT be cut but will likely get dirty)
- \_\_\_\_\_ day pack
- \_\_\_\_\_ clothing appropriate to the weather
- \_\_\_\_\_ headlamp

### Classroom Requirements

Indoor classrooms are common and should be large enough for students, desks (tables), chairs, and course gear. It should be a pleasant space with good lighting and shades (the use of LCD projectors requires a darkened space). It should also be quiet with good acoustics. There should be enough restrooms to quickly accommodate the class size close by. The space should be large enough (or additional space available) for indoor skills training if the weather is poor (all simulations will be held outside). Outside space for skills training and simulations is necessary. Transportation may be required if the areas for simulations are not within a short walk (less than fifteen minutes). If possible, simulation sites should contain varied terrain: rock bands, wooded areas, steep hills, lakes, streams, rivers, etc.

Courses may be completely taught outside (on partial or full expedition if desired). The Wilderness Medicine Training Center has developed a reputation for both flexibility and excellence in adapting our course curriculum to remote sites. If this option is chosen, large tarps, a roofed shelter, or excellent weather is required. Courses that require video (WFR) should have generator or battery powered monitors.

All courses will need a large 4' x 8' whiteboard and 4 new colored dry (and wet erase markers if WMTC wet erase posters are used). A whiteboard can be purchased cheaply at any lumber supply store that carries white sheets of tub & shower wall board. Take a dry erase marker to double check. For increased strength the whiteboard may be laminated to a 1/4" backing of particle board or plywood. (Total cost of laminated whiteboard is usually less than \$40). Teaching with a whiteboard of this size permits flexibility within a lecture, usually provides a complete picture of the topic without erasing, and allows lectures to be held outside in good weather. A portable 2' x 3' whiteboard and stand are also helpful. WFR & WEMT courses with standard classrooms and electricity will also require a large screen TV or LCD projector (preferred) and compatible cables.

### Required Medical & Rescue Gear

A detailed discussion of the course labs that require equipment follows. If a lab is not mentioned, there are no special gear requirements for that lab (e.g. Dislocations Lab). Occasionally sponsors request that students bring their personal gear with them for use during the course; this approach may help keep equipment and course costs down. Remember to include it in your pre-course mailing. If students are required to use their own sleeping bags during the course, ensure that they bring an old synthetic bag and the bag will NOT be used for sleeping purposes during the course. Please call our office if you have any questions. A gear checklist is included in the Summary Checklist at the end of this file. Not all courses require the same amount or type of equipment. Cross reference the lab with your course syllabus to determine the exact day the equipment is needed. We request that you store all the equipment in one spot (preferably in or near the classroom) the day before the course starts so the lead instructor may inspect and inventory it prior to the course start. This serves as a final check to help eliminate glitches after the course begins.

### Extremities Splinting Lab

Various materials are needed to teach students how to improvise effective splints with available gear. In general anything that might be present in a field situation should be available for this lab. The materials used during the lab should remain easily accessible for the entire course. Choose splinting materials that reflect the environment and activities that the students live, work, and travel in. Some suggestions follow. There must be enough gear available for half the class to wear one splint (arm or leg) at the same time.

### Wounds Lab

This lab focuses on practical cleaning methods for high risk wounds, one of the more common injuries in the outdoors. It requires fresh or frozen pig's feet. The texture and anatomy of pig's feet are very close to human skin and musculature and add realism to the lab. Pig's feet should be ordered at least six weeks prior to the start of your course and kept frozen until the morning prior to use. Order whole feet (vs cut in half) for the lab. If possible cut one foot lengthwise for a quick anatomy lesson. Pigs feet can be ordered from most large supermarkets and some local grocery stores.

### Spine Management Lab

This lab focuses on lifting and moving spine injured patients and subsequent immobilization on a backboard or litter. Materials from the Extremities Splinting Lab will also be used here.

### Improvise Litters & Carries Lab

This lab shows students how to improvise and package different litters, to improvise hypothermia packaging, to create alternate methods for evacuating non-spine injured patients, and to improvise traction splints. Wafa requires the same materials but does NOT teach improvised litters or traction splints.

## Optional Critter Parts for Day 1 Lecture

A nice addition to the first day of a Standard or DLP WFR or WEMT course is REAL lungs, brain & spinal cord, heart, intestines, kidneys, and liver from a pig; the central organ block with the lungs and heart should be intact. These must be purchased from a local butcher (often they are free). The students REALLY appreciate these visual aids. In addition please provide a long sharp kitchen knife and a basin.

## Simulations

All courses have simulations to help students practice in a realistic situation. Fake wounds, blood, etc. are used to increase reality. Old clothing is required so students are able to cut (as they would do in a real situation) to look at injury sites. Clothing may be obtained from Goodwill, Salvation Army, Thrift Shops, etc. Most sponsors have each student bring a set (two t-shirts, two pair of long pants, and two long sleeved shirts) with them to the course...and purchase extras for those who forget.

## CPR Certification

In courses where CPR certification is offered the certification provided is through WMTC. CPR manikins are required for certification.

## Teaching Aids

All WMTC courses require a full-sized plastic skeleton and anatomical torso and all instructors are prepared to bring both the skeleton and torso to the course with them or ship them to you prior to the course start. That said, if your organization has free access to a suitable skeleton and/or torso, you may be able to save money in shipping or extra baggage costs. Please contact the WMTC office if you can supply a skeleton and/or torso for your course at least a week prior to the start of your course (or practical session).

## Check Lists

Check lists may be modified based on the student's outdoor activities and the course needs (climber, paddler, skier, etc.); check with the WMTC office.

## Classroom Requirements

### All Classroom-based Courses

- \_\_\_\_\_ adequate classroom space for students (including desks and chairs where appropriate)
- \_\_\_\_\_ electricity for audio/visual equipment including extension cords
- \_\_\_\_\_ large whiteboard (4' X 8')
- \_\_\_\_\_ small whiteboard (2' x 3') & stand
- \_\_\_\_\_ four new colored DRY erase chisel tip markers (red, blue, black, green)
- \_\_\_\_\_ four new colored WET erase chisel tip markers (red, blue, black, green) if wet erase posters are to be used
- \_\_\_\_\_ projection screen appropriate to class size
- \_\_\_\_\_ LCD projector & cables (all standard courses where instructors will use digital presentations AND all WFR & WEMT courses)

# Course Equipment

## General Equipment

All courses; used in multiple labs

- \_\_\_\_\_ sleeping bags with full or 3/4 length zippers: 1 per 3 students, 6 minimum
- \_\_\_\_\_ stiff closed foam pads: 1 per 2 students, 6 minimum
- \_\_\_\_\_ water proof nylon/plastic 10 x 10 foot tarps or bivy sacks (with full or 3/4 zipper) 1 per 3 students

## Advanced Extremities Splinting Lab

WEMT, WFR, WAFA, & Recertification Courses Only

- \_\_\_\_\_ ski poles (or similar sized straight peeled sticks: 4 per every 5 students; minimum 12 per course
- \_\_\_\_\_ snowshoes: 1 large pair per 10 students, 1 pair minimum
- \_\_\_\_\_ two (2) pieces 1" webbing or cam straps (six foot lengths) per every student; 15 minimum

Optional Equipment: WFR, WAFA, & Review Courses Only

- \_\_\_\_\_ Sandwich Splint: 1 per course (may be borrowed from a local ski patrol; plans are available from WMTC office)

## Spine Management Lab

WAFA, WFR, WEMT, & Recertification Courses ONLY

- \_\_\_\_\_ long backboard: 1 per 8 students, 2 minimum
- \_\_\_\_\_ Eight (8) two (2) inch straps per each backboard
- \_\_\_\_\_ stokes or similar rigid litter: 1 per 15 students, 1 minimum
- \_\_\_\_\_ one 150 foot climbing rope per litter
- \_\_\_\_\_ 2" carrying straps for each litter: 10' long/6 per litter
- \_\_\_\_\_ 1" cam straps may be substituted for backboard and litter straps

Optional Equipment: WFR & WEMT Courses Only

- \_\_\_\_\_ eight-inch quick draws or tied loops: 20 per course
- \_\_\_\_\_ KED (Kendrick Extrication Device) or Oregon Spine Board: 1 per course
- \_\_\_\_\_ SKED litter: 1 per course
- \_\_\_\_\_ Thompson litter: 1 per course
- \_\_\_\_\_ full body vacuum splint: 1 per course

## Improvised Litters & Carries Lab

All Courses

All Courses

- \_\_\_\_\_ 150' nylon climbing rope: 1 per 5 students; 2 minimum
- \_\_\_\_\_ Internal frame expedition pack: 1 per 5 students; 2 minimum

Optional Equipment: WFR & WEMT Courses Only

- \_\_\_\_\_ Kendrick Traction Device (KTD): 1 per course

## Wounds Lab

All Courses

- \_\_\_\_\_ whole food grade pig's feet: 1 per two students plus a demo (if possible have butcher cut demo in half lengthwise)

## Optional Critter Parts

All Courses

### WFR & WEMT Courses Only

\_\_\_\_\_ Pig lungs, brain & spinal cord sections, heart, intestines, kidneys, and liver: 1 set per course. (Keep organ block with heart & lungs intact; DO NOT FREEZE)

## Simulations

All Courses

### All Courses

\_\_\_\_\_ life jackets: minimum 1 per 3 students IF water simulations will be used

\_\_\_\_\_ Two t-shirts, two pair of long pants, and two long-sleeved shirts for EACH student

## CPR Skills Lab

WAFA, WFR, Review, & WEMT and custom WFA courses

\_\_\_\_\_ Adult manikins: 1 per 4 students Upon request, WMTC can provide CPR manikins (additional shipping charges may apply). Contact the office for details.

## Teaching Aids

All Courses

\_\_\_\_\_ Full-sized plastic skeleton and anatomical torso. Required for all courses and may be supplied by WMTC. That said, sponsors may be able to eliminate shipping or extra baggage charges by supplying one or both training aids.