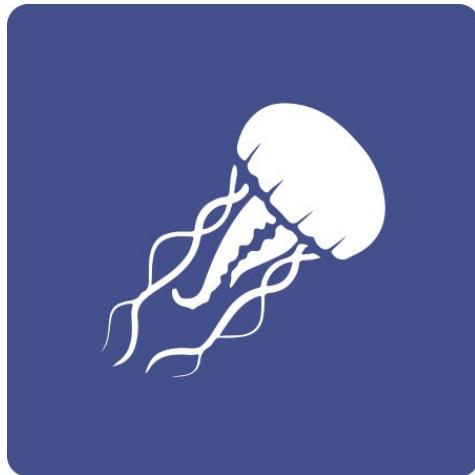


# Instructor Manual

## *General Standards and Procedures*

Version 3.0



# **Divers Alert Network Southern Africa**

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## **DAN Mission**

### **DAN Mission Statement**

**DAN helps divers in need of medical emergency assistance and promotes dive safety through research, education, products and services.**

Divers Alert Network® (DAN®) is a 501(c)(3) nonprofit dive safety organization with the mission to promote diver health and safety through research, education, products and services and to help divers in need of emergency and medical assistance.

Divers Alert Network (DAN) provides expert information and advice consistent with the current medical literature for the benefit of the diving public. DAN's historical and primary function is to provide emergency medical information and assistance for underwater diving injuries, to work to prevent injuries and to promote diving safety.

### **DAN First Aid Training Programs**

As part of DAN's Mission, first-aid courses and online seminars have been developed to further dive safety education. All DAN first aid training courses are written to meet the Guidelines for Resuscitation as released by the International Liaison Council on Resuscitation (ILCOR) and the American Heart Association in 2020

#### Questions?

DAN Training is available during regular business hours Southern Africa Time to assist you with questions or other support as may be needed. Contact DAN Training by e-mail at [training@dansa.org](mailto:training@dansa.org).

## First Aid Course Descriptions

**Basic Life Support: CPR and First Aid (BLS)** Everyone should be familiar with the signs and symptoms of life-threatening conditions and develop the skills to respond effectively. In addition to covering the basics of cardiovascular diseases, shock, choking and external bleeding, this course addresses additional circumstances that may require intervention from Emergency Medical Services (EMS). Skills include: 1- and 2-rescuer CPR for adults, children and infants, use of an Automated External Defibrillator (AED), Foreign Body Airway Obstruction (FBAO), bleeding management, splinting, and a variety of medical emergencies.

Help your community build the skills necessary to recognize and respond to medical emergencies.

**Emergency Oxygen for Scuba Diving Injuries (EO<sub>2</sub>)** Scuba diving injuries are rare and symptoms are often subtle, but recognizing problems and initiating appropriate action can speed an injured diver's recovery and minimize lasting effects. Oxygen first aid is one of the initial responses for diving injuries.

Prepare your divers and surface support crews to administer oxygen first aid as an initial response for diving injuries.

**Diving First Aid for Professional Divers (DFA Pro)** Designed for those who dive as part of their job or volunteer duties and may need to comply with OSHA regulations or other institutional requirements, this course assumes participants will have a higher level of obligation in responding to dive incidents. DFA Pro combines all the the DAN Basic Life Support (BLS) and Emergency Oxygen for Scuba Diver Injuries (EO2) course, and adds Neurological Assessment and First Aid for Hazardous Marine Life Injuries.

Help your fellow professional divers and the general public manage incidents with the most comprehensive dive industry first-aid training available.

Only Included as part of DFA Pro:

**Neurological Assessment (Neuro)** Neurological injuries are the leading cause of long-term disability. The basic assessments taught in this course aid in recognizing key signs of neurological injuries such as stroke and decompression illness (DCI). Early recognition can lead to faster response time and improved long-term outcomes.

**First Aid for Hazardous Marine Life Injuries (HMLI)** Injuries caused by hazardous marine life are rare, but entering the marine environment always carries the risk of being stung, bitten or cut. Water enthusiasts of all kinds can benefit from knowing how to recognize and avoid hazardous marine life and how respond to injuries.

# Instructor Responsibilities

## Instructor/Trainer Roles

### Role of the Instructor

The role of the Instructor is to conduct provider-level courses in a positive learning environment. At the end of each course, students should feel comfortable and confident in recognizing the signs and symptoms of diving injuries as well as providing first aid to injured individuals while activating Emergency Medical Services (EMS) and calling DAN.

To facilitate these goals, the Instructor should:

- Create a positive environment for learning.
- Answer all student questions with empathy and understanding.
- Provide role-model demonstrations of provider skills.
- Emphasize the importance of the Scene Safety Assessment in reducing the risk of injury and disease transmission to the rescuer.
- Encourage self-discovery by allowing students some degree of flexibility in the method of completing a particular skill. There are many ways to accomplish objectives.
- Ensure reasonable performance of provider skills. Forcing students to perform skills beyond personal limits may lead to a performance breakdown during the skill.
- Use non-judgmental terms such as "injured person" instead of "patient" or "victim."
- Provide realistic scenarios that allow students to put both knowledge and skills development together in coming to the assistance of an injured diver.
- Have fun with the class as the students learn to help themselves and others.

### Requirements

Prerequisites for becoming an Instructor:

- Current DAN Membership
- Active status dive professional (dive master or above)
- Current CPR provider
  - Completion of one of the DAN courses during the Instructor Qualification Course (IQC) meets this requirement

A qualified Instructor has:

- Successfully completed all the training requirements of the IQC including:
  - *Core Part 1* e-learning module
  - *Core Part 2* as an in-class discussion
  - IQC program module
  - IQC skills workshop
  - Teaching Presentations

**Note:** It is possible to receive a waiver for prerequisites on a case-by-case basis to participate in an IQC, but there is no direct transfer process to be certified as a DAN Instructor. Waiver approval must be secured from DAN Training before beginning the IQC.

## **Role of the Instructor Trainer**

The role of the Instructor Trainer is to conduct the Instructor Qualification Course (IQC) for qualified individuals. The same requirements apply for a positive learning experience as expected with Instructors for provider level courses. At the end of the IQC, the instructor candidate should feel comfortable and confident in being able to conduct provider level courses.

## **Instructor Trainer Requirements**

A qualified Instructor Trainer candidate must:

- Be a current DAN Member
- Be an active teaching-status Instructor Trainer (or higher) with a recognized scuba diving certification organization  
**Or** Be a PADI IDC Staff Instructor, SSI Assistant Instructor Trainer (or equivalent)  
**Or** Be an active-teaching-status Instructor Trainer with a recognized CPR and first-aid agency **and** a certified diver
- Have conducted at least three (3) DAN first-aid provider level courses, as the lead instructor, prior to attending the Instructor Trainer Workshop
  - At least one of those three courses must have had a minimum of 3 students in a single course.
  - Ideally, one of the courses will be DFA Pro.
- Successfully complete the Instructor Trainer Workshop (ITW), including the payment of all fees.

## **Role of the DAN Examiner**

The role of the DAN Examiner is to conduct Instructor Trainer Workshops (ITW) for qualified individuals. A positive learning experience where the Instructor Trainer candidate feels comfortable and confident in being able to conduct DAN IQC programs applies.

DAN Instructor Trainers who have demonstrated consistent quality and teaching activity through the full suite of DAN first aid courses may be considered for invitation to become a DAN Examiner. Examiner invitations are typically based on geographic need.

## ***Oxygen Window***

*Oxygen Window* is the newsletter for Instructors, Instructor Trainers and Examiners delivered electronically via email. This newsletter provides news and announcements, information on standards changes, recognitions and other items as may be appropriate. It is required reading for all Instructors, Instructor Trainers, and Examiners and serves as an aid in meeting the expectation to maintain professional and educational competency of teaching DAN courses as noted in the Code of Ethics (next section).

## Code of Ethics

DAN Instructors, Instructor Trainers and Examiners are expected to be leaders in the diving community. To that end, the DAN Code of Ethics provides a standard of conduct expected of DAN Instructors as they interact with DAN, other DAN Pro Members and the dive community in general.

Instructors, Instructor Trainers and Examiners should:

- Make their courses available to all students regardless of race, gender or beliefs
- Abide by the listed requirements and intent of all courses as published in the Instructor Manual, individual course Instructor Guides and other DAN publications
- Conduct themselves and their activities in a professional manner
- Ensure active status as an Instructor in a course before representing themselves as being able to offer that specific course
- Not disparage other training organizations, dive industry professionals or DAN Instructors, Instructor Trainers or Examiners
- Be honest
- Assure the safety of their students
- Present all the subject matter necessary for completion of the course
- Personally follow all safe diving principles
- Maintain personal, professional and educational competency in the courses they offer
- Keep informed of developments in dive safety and the dive industry
- Cooperate in a professional inquiry if and when requested by DAN

## Use of DAN Marks and Copyrights

The DAN Instructor Licensing Agreement allows for:

- Limited use of trademarks and copyrighted materials
- Limited use of the DAN logo without modifying style, proportion or text
- Logo may not be used on packaging to sell a product or in any manner that suggests DAN endorses a product
- Details are addressed in the *DAN Logo Usage Policy*

## Additional Instructor Resource

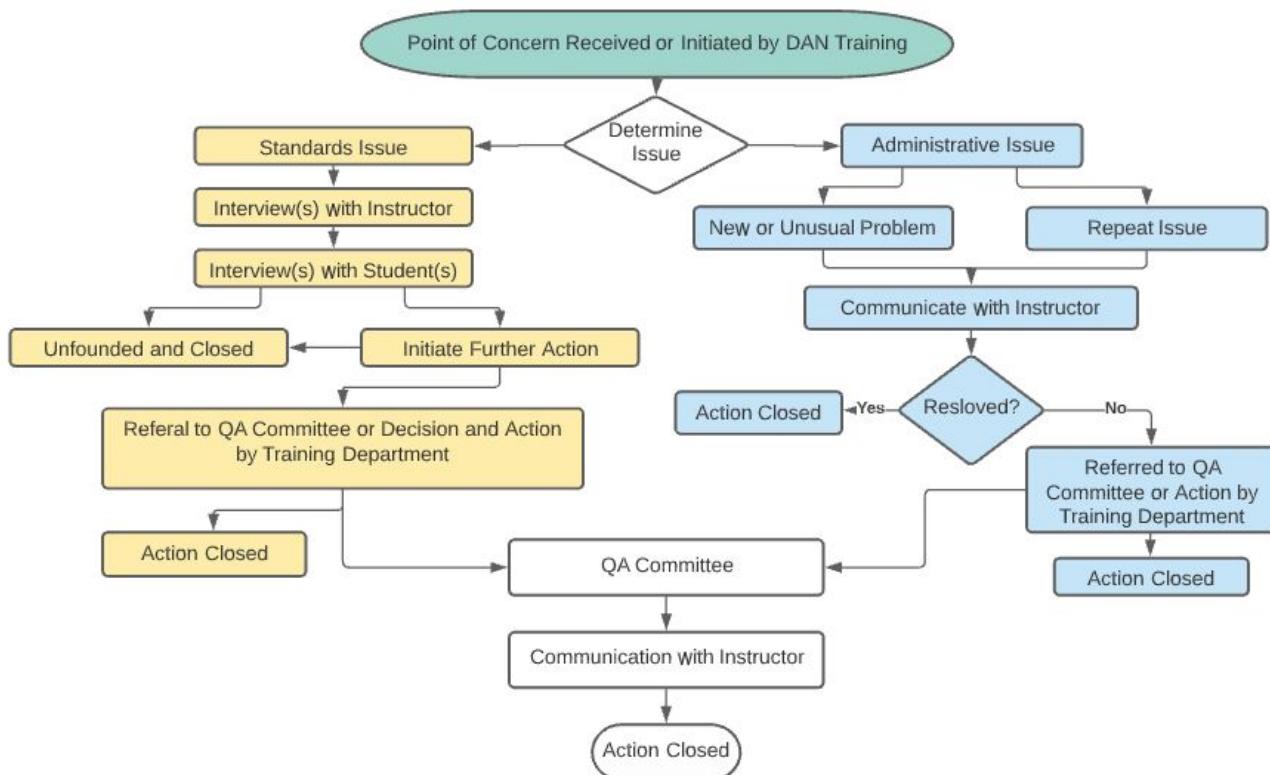
DAN Training has a private group on Facebook titled *DAN Examiners, Instructor Trainers and Instructors* which is intended to further share best practices and information between Instructors.

## Quality Assurance

The Quality Assurance (QA) process is a tool for maintaining the integrity of DAN Programs. It incorporates adherence to standards, quality of materials, teaching methodology and curriculum. The training department will evaluate all levels of training including provider courses, Instructor Qualification Courses (IQC), and Instructor Trainer Workshops (ITW).

The DAN Licensing Agreement requires Instructors, Instructor Trainers, and Examiners to cooperate fully with any Quality Assurance inquiry. Failure to do so will result in additional action being taken.

**Quality Assurance (QA) Flowchart**



Instructors and Instructors Trainers are also expected to assist with maintaining high standards by reporting any witnessed or known violations of training program standards. Failure to do so is in itself a violation of the training program standards. Reports made to Training will be held as confidential as possible. Sometimes it may be necessary to waive this based on the nature of the complaint.

## Teaching Status

### Maintaining Active Status

To maintain active teaching status, instructors must:

- Teach (individually or as part of a team) one provider course for each program they are credentialed to conduct at least once within 24 months.
  - An instructor who has not taught a specific course in a 24 month period will move into sustaining status for that course.
  - An instructor who has not taught a specific course for 48 months will result in the teaching credential for that course being removed. Repeating the IQC module for that course will be required to resume teaching that course.
  - Confirm provider course completion via e-learning within seven days to receive teaching credit.
- Maintain current full CPR and first aid instructor credentials. (DAN BLS and DFA Pro meet this requirement.)

An Instructor who teaches a Diving First Aid for Professional Divers (DFA Pro) course should submit a single course completion via e-learning. The instructor will receive credit for teaching all of the component programs.

### Options to Regain Active Status

If it has been *more than 24 months, but less than 48 months* since the Instructor last taught a course, there are two options to return to active teaching status.

1. Audit an Instructor Qualification Course, retaking the complete module for each course the Instructor plans to teach.
  - a. The Examiner must submit an Instructor approval through e-learning. All fees and credential requirements, such as verification of current membership status for scuba and CPR certifications, still apply.

**OR**

2. Team-teach the specific provider level module(s) with an active status IT, (or Examiner), and be listed as a Certified Assistant upon submission of approvals.

**OR**

If in the course of events beyond anyone's control, (eg. COVID-19 and its related restrictions), DAN Headquarters may authorize the use of live, remote, and/or on-line updates to take the place of teaching requirements.

**This is at the sole discretion of the DAN Training Department.**

If it has been *more than 48 months* since an Instructor last taught the course in question, the Instructor's teaching status will be deactivated for that course. To reinstate teaching status for a deactivated course, the Instructor must repeat an Instructor Qualification Course, retaking the core module and the e-learning

module for each course the Instructor desires to reinstate. The Instructor Trainer or Examiner must submit an Instructor approval via e-learning.

*All fees and credential requirements such as verification of current membership status for scuba and active CPR instructor status, still apply.*

**NOTE:** Only active status DAN Instructors, Instructor Trainers, and Examiners may promote themselves as DAN Instructors.

# General Standards and Procedures

What follows are general guidelines that apply to all provider courses. Use this section in conjunction with the individual course Instructor Guide. Specific standards for each individual program are addressed in the course specific Instructor Guide. In addition, a step by step guide on teaching provider courses is available at the end of this manual.

## Prerequisites for Provider Courses

There is no minimum age to participate in the training programs. Those with a junior diver certification are encouraged to participate in courses with their adult buddies. Some regions may have minimum age stipulations for the use of emergency oxygen and Automated External Defibrillators (AEDs). Instructors must verify state and local regulations to ensure any minimum age for course participation is met prior to student enrollment.

Scuba diving certification is **not** required to participate in provider level courses. Non-diving friends and family who may be present during diving activities are encouraged to participate in first-aid courses to be prepared to assist in the event of a diving accident/emergency.

Completion of DAN *BLS* **or** active provider status in full cardiopulmonary resuscitation (CPR), defined as ventilations as well as compressions, from a recognized training organization is a prerequisite for the Emergency Oxygen for Scuba Diving Injuries course and is recommended for all training programs.

## Provider Courses

Most of the DAN first-aid provider courses are designed as 3 to 4 hour programs; however, actual course time will vary depending on a variety of factors such as:

- Number of students
- Equipment-to-student ratios
- Students' ability to process the educational components of the course
- Any additional training required to ensure skill performance

## Administrative Forms

For each provider course, participants must complete the following program specific forms:

- DAN Registration Form (including Personal Information)
- Statement of Understanding
- Practical Evaluation Record
- Final Exam Answer Sheet

Forms are downloadable from the e-learning platform.

These forms must be maintained in your files for seven years, longer if required by local jurisdiction.

## **Instructor-to-Student Ratios**

### **Knowledge Development**

A qualified Instructor must be present and in control of the class at all times. There is no maximum ratio during the knowledge development portion of provider courses, but class size during the knowledge development session should be within the Instructor's ability to maintain control of the class.

### **Skill Development Sessions**

Maximum student-to-instructor ratio during skills development session is 12:1. The number of students may be increased by six course participants for the first Certified Assistant Instructor and by three additional course participants for the second Certified Assistant Instructor to a maximum of 21 students.

#### **Certified Assistants (CA)**

Only individuals who are registered in DAN E-Learning as an active DAN Instructor (or higher) for the module being taught may be utilized to increase the number of participants in a skills session.

All Certified Assistants are to be listed on the course roster where designated. Each CA also receives full credit for the number of students in the class. Team teaching like this can be an excellent way to develop personal teaching skills as well as allowing for several instructors to maintain teaching status.

#### **Instructor/Student ratios**

The number of participants in a provider skills development session, regardless of the number or combination of Instructors and Certified Assistants present, shall not exceed 21.

<b>Instructor</b>	12:1
<b>plus One Certified Assistant</b>	18:2
<b>plus Two Certified Assistants</b>	21:3

**NOTE:** Certified Assistants receive credit in the DAN Training database as if they taught the course so there is no need to divide students on course rosters between the various instructors who may participate in a course. Simply identify one instructor as the lead instructor and the other(s) as assistant instructors. Be sure to include the requested instructor numbers on the roster for each instructor involved. Each participating instructor will receive credit full student count towards maintaining active teaching status.

If you are conducting a course for those seeking United States Coast Guard certificate towards their seafaring license, the ratio is 6:1 (6 student to 1 instructor) and may not be increased with Certified Assistants

## Equipment Standards

### Equipment Configuration Standards

Please see each individual course Instructor Guide's Standards Overview for equipment requirements. Each first-aid program has its own equipment requirements, but the following defines minimum configuration requirements.

#### Oxygen Equipment

The oxygen delivery system used must consist of:

- an oxygen cylinder and valve
- medical grade or aviator grade oxygen
- multifunction regulator (capable of delivering at least 15 lpm)
- demand inhalator valve or Manually Triggered Ventilator (MTV)
- oronasal masks

Instructors may use any oxygen delivery system as long as they have the same features and functions as identified above. Course participants are still responsible for the oxygen unit information as found in the student workbook and on the examination.

All compressed gases, cylinders and components must be handled in strict compliance with the standards of DAN, the Compressed Gas Association (CGA), the United States Department of Transportation (DOT), Transport Canada (TC) or other local agencies or associations. At no time will the Instructor violate any laws or regulations to conduct the course.

#### Automated External Defibrillators

The automated external defibrillator (AED) used in teaching courses must be a training version of an automatic or semi-automatic external defibrillator approved for use by the Food and Drug Administration (FDA) in the United States or other similar authority in the country where the program is being taught. Live units with a training mode may be utilized once converted to the training mode. No other methods of training in the use of AEDs are acceptable. (If using a live unit in training mode, be sure to return the unit to live mode before returning to its access location.)

The Instructor will not knowingly violate any laws or regulations while conducting provider first aid courses.

#### Student-to-Equipment Ratios

Equipment-to-student ratios are applied through all courses.

Maximum students allowed to manikins, AEDs and Oxygen Units is 6:1

- A ratio of 3:1 is preferred to maximize student participation and facilitate timeliness of skill practice sessions.

## Course Materials

The student handbook for each course is required to fulfill training requirements. Each student has access to download a PDF version of the student handbook from the course overview page on e-learning. The student handbook is to be available for use during all course work whether online or in class and for reference after course completion.

Each course has its own Instructor Guide with specifics on teaching that particular course. If standards in any course vary from the *Core Instructor Manual*, the standard for that specific course should be followed.

All courses have an e-learning module that is required before the student comes to class. Instructors extend invitations to complete the online modules through the e-learning portal. Students receive an automatically generated email invitation to access the modules once the instructor has submitted their email address.

Audiovisual materials are available for each course. Course specific PowerPoint presentations can be downloaded from the course card under the instructor's *Completed* tab. A hyperlink to course videos housed on the DAN YouTube channel is also on the course card. Use these instructor materials to support classroom discussions.

Only active teaching status instructors, instructor trainers, or examiners will have access to DAN instructor materials and only for the programs they are qualified to teach.

## Provider Completion Cards

Completion cards are issued to individuals who have successfully completed provider courses. Successful completion includes completing the course specific e-learning module, meeting performance requirements of all skills included in the course and passing the final assessment (written or oral).

All Provider completion cards are valid for two years (24 months) from the approval date noted on their card. Since first aid skills deteriorate at variable rates, providers are to be encouraged to receive retraining to stay current.

### Note:

Provider completion cards may be required to fill medical oxygen cylinders. National, regional and local laws may vary.

## E-learning Platform

<https://dan-southern-africa.teachable.com>

# Teaching Provider Courses

## Before the Course

1. Prepare a budget and fair price structure for the course. Instructors should determine appropriate course fees that will provide the greatest benefit to the diving community.
2. Build your course student list using their name and email addresses. They must register through the DAN E-Learning website for access to the material. An option is also provided through the portal to download the student handbook.
3. Make sure all materials and equipment required to teach the specific program are available. Some examples are as follows:
  - a. All program specific required forms
  - b. All training aids are available and clean
  - c. Single-use items in the needed quantity (gloves, gauze, etc)
  - d. Required slates
  - e. AED trainers have good batteries
  - f. O2 kits are filled
  - g. Student kits
  - h. Each DFA Pro and EO2 student must have their own non-rebreather mask
    - i. a non-rebreather mask is a disposable, one-time use medical device that cannot be cleaned and must not be shared between students. Students should keep their own non-rebreather mask.
  - i. Each student must have an oronasal resuscitation mask for use during courses and skills where one is used.
    - i. It is recommended to provide students with oronasal resuscitation masks with supplemental oxygen inlets that they may keep at the end of class rather than cleaning and reusing them. This gives the students the tools to respond in the event of an emergency.
    - ii. The Instructor may instead provide masks that have been cleaned for reuse between classes. If you are reusing masks that have been cleaned, each student should be assigned their own to use for the duration of the course and should not be shared.
      1. If oronasal resuscitation masks are reused, prepare a basin with a bleach solution. Immerse the masks in the bleach solution for a minimum of 1 minute then rinse thoroughly and allow the masks to air dry.
        - a. If the initial bleach product has 5% of the active ingredient, then 1/3 cup of bleach per gallon of water is needed to achieve the appropriate concentration. Otherwise, determine the dilution needed to achieve the desired concentration.
4. Review ratios:
  - a. Maximum student-to-Instructor ratio is 12:1. Additional students may be added with the use of Certified Assistants to a maximum of 21 students.
  - b. Maximum student-to-CPR manikin ratio is 6:1. (Recommended 3:1)
  - c. Maximum student-to-oxygen training unit ratio is 6:1.(Recommended 3:1)
  - d. If teaching for United States Coast Guard credentials, the student-to-Instructor ratio is 6:1 for skill-development session and cannot be increased with Certified Assistants

## At the Beginning of the Course

1. Introduce staff.
2. Complete administrative forms. (Keep these forms in your files for seven years or longer as required by local jurisdiction.)
3. This is a great time to encourage all course participants to become DAN Members. Student may join DAN online at [www.dansa.org](http://www.dansa.org) and can promptly enjoy the benefits of DAN Membership.

## During the Course

1. Conduct the course as outlined in the Instructor Guide for each specific course. Each individual course *Instructor Guide* contains specifics for conducting that course. The *Core Instructor Manual* provides a general overview for conducting programs and should be used in conjunction with the course-specific guides.
2. Knowledge Development
  - Students complete the e-learning course module.
  - Review and discuss student answers to each chapter's review questions. Answer any student questions to assure understanding and comprehension.
    - Use the PowerPoint and video clips to assist with reinforcement of concepts as needed.

**Note:**

Have students wash hands before beginning skills practice.

**Note:**

Post "No Smoking - Oxygen in Use" signs (see appendix for sign templates). Any local laws or regulations must be followed.

3. Skill Development

- **Introduce** the skill (listed at the top of each skill page in the Instructor Guide)
  - Name of skill
  - Objective
  - Rationale
- Provide a **real-time**, role-model demonstration
  - The only speaking during this demonstration is what would be said during actual skill delivery
  - Demonstration should reflect deliberate action with a controlled sense of urgency

- Provide **talk-through** demonstration (two options)
  - Repeat the skill in its entirety using stop-action to emphasize key elements of the skill through explanation and discussion

**OR**

Explain the key elements of the skill emphasizing proper technique

- Divide class into practice groups (preferably groups of three)
  - One rescuer, one coach, one injured diver or assistant
    - Coach – uses skill slate to read steps in providing skill
    - Rescuer – delivers skill by listening to the prompts of the coach
    - Injured diver – role plays a simulated injured diver who receives the skill care **OR** Assistant – provides additional services that may be required (gathering equipment, acting a second rescuer, etc.)
  - Read the **scenario** from Instructor Guide or provide your own to guide group practice.
    - If you use your own scenarios keep them appropriate to skills being developed and the progress of the students. Avoid making them too simple or overly complicated.
  - Group rotates to allow each group member to assume each role
    - Every student must complete each skill successfully
  - Circulate between groups providing feedback and offering support and/or correction as may be needed for competent skill development
- **Debrief skill**
  - Congratulate the class on skill-specific elements completed well by all course participants
  - Provide reminders for improvement of weak areas during skill practice
  - Review key elements of skill as may be required for comprehension

**Note:** Repeat this sequence for each skill in the course

**Note:** Encourage students to ask questions, support each other in learning, and seek instructor assistance if difficulties are experienced

4. Evaluate all course participants with the final assessment. It may be delivered as a written or oral format depending on the needs of the student.
  - Passing scores are 80%
  - Ensure 100% comprehension by reviewing any missed questions
  - Document understanding on the Final Exam Answer Sheet
  - Counsel and unsuccessful students and schedule additional training opportunities

## At the End of the Course

1. Approve successful course participants via the e-learning platform under *My Students* within seven business days following the course completion. You will be able to view details of each completed course here as well.

**Note:** Large format completion certificates are required for U.S. Coast Guard course approved courses and are available for download with the students' course completion card.

2. Encourage course participants to access and complete the course evaluation.
  - The link is provided in the congratulations email sent when you approve a student.

## After the Course

1. Clean manikins and oronasal masks that are being reused.
  - To clean masks, prepare a basin with a bleach solution . Immerse the masks in the bleach solution for a minimum of 1 minute then rinse thoroughly and allow the masks to air dry.
  - To clean manikins, remove faces (if applicable) and clean using the same procedures as for the oronasal masks or follow manufacturer's recommendations. Replace manikin lungs.
  - To make the bleach solution, if the initial bleach product has 5% of the active ingredient, then 1/3 cup of bleach per gallon of water is needed to achieve the appropriate concentration. Otherwise, determine the dilution needed to achieve the desired concentration.
2. Restock any supplies that were used (gloves, gauze, etc.)
3. Refill Oxygen Cylinder(s)

## Records Reminder

1. Instructors must retain course records, including:
  - DAN Registration Form
  - Statement of Understanding
  - Practical Evaluation Record
  - Final Assessment Answer Sheet

The Instructor should keep these files as long as specified local regulations or seven years, whichever is longer.

## **Course Retraining**

Retraining is available to providers who have previously attended a course to refresh knowledge and skills. Retraining in first aid courses is required every two years (24 months).

Each student must have the most recent edition of the student handbook for that program.

Note: DAN does not offer a "Refresher" course. We encourage all students to take the entire course again. This helps ensure skill proficiency and retention.

### **Steps for a Retraining Course;**

1. Student must complete a new Registration Form and Statement of Understanding (available for download by the instructor from the e-learning platform).
2. Instructor discusses the chapter review questions with the student and provides updates on any information that may have changed. (required)
3. Skills Practice is completed using the same format as noted previously in Teaching Provider Courses.
  - a. All skills must be completed to performance objectives and evaluated by the instructor.
4. Complete the final assessment.
  - a. 80% is required to pass.
  - b. Review any missed questions for 100% comprehension.

The same record retention requirements apply for course completion renewals as for initial course completions. Copies of the forms are available for download under the Instructor Module of each course.

## Resources

Detailed information on the DAN's services and departments is available online at [www.DANSA.org](http://www.DANSA.org). In addition, an online version of *Alert Diver* is available at <https://www.dansa.org/alert-diver> with regularly updated content.

### Resources available through DAN:

#### **24-Hour Emergency Hotline**

The 24-Hour Emergency Hotline is DAN's premier service. DAN's medical staff offers emergency consultation and referral services to injured divers worldwide.  
+27 828 10 60 10

#### **Medical Information Line**

When divers have questions about their health in relation to diving, need to find a dive physician in their area, have questions concerning medications and diving or other dive-related issues, DAN's medical staff is there to help.

DAN's Medical Information Line at +27 71 476 1138 is available weekdays from 8:30 a.m.-5 p.m. Southern Africa Time. On the Medical Information Line, callers may make specific non-emergency medical inquiries.

#### **DAN Online Seminars**

These seminars are available on the DAN platforms. They are free to DAN members. In addition, the ***Diabetes and Diving*** seminar is available to the general public. New programs are constantly in development to add to the offerings.

#### **DAN Webinars**

Dive clubs in particular have participated in online webinars allowing location bound groups to link into the resources of DAN.

#### **DAN Dive Emergency Specialist Recognition**

Recognizes individuals who have sought additional training in order to be better prepared to respond to dive accidents and injuries. (see *CORE* module in e-learning platform)

#### **DAN Provider Recognition.**

The DAN Provider Award program recognizes individuals trained in DAN Provider courses or who use DAN training and/or equipment to help a potentially injured diver. The incident for which an injured individual receives assistance need not be dramatic nor have prevented death or permanent disability. The award recognizes those individuals who provide care and assist an injured individual.

To nominate someone for a DAN Provider Award, complete the DAN Provider Award Nomination Form (see *CORE* module in e-learning platform). Complete the form and return it to DAN Training. Once DAN Training receives and reviews the form, it will issue a certificate recognizing the efforts of the DAN Provider.

## DAN Worldwide

An international network of DAN offices support divers around the globe. Every DAN office offers expert emergency medical and referral services to regional diving communities. These local networks are also committed to the mission of cultivating a global culture of dive safety.

