

Eastern Division Outdoor Emergency Transportation Steering Committee

Regional Advisor (RA) Duties and Senior Exam Guidelines

Goal: Ensure any NSP OET Eastern Division program involving the instruction and/or evaluation of a patroller's riding or toboggan handling skills is conducted in a safe and fair manner, consistent with the criteria established by National and/or Division.

Administrative Duties:

- **Division OET Staff Meeting:** Usually held in early/mid-December at Killington with the goal of providing staff and regional advisors with updated criteria and lesson plans for the upcoming season.
- **Regional OET Meeting:** Schedule and host follow up meeting within your region, including TI/TE's as well as prospective TE's and regional leaders as appropriate, to provide updates following the Division meeting and to finalize the OET plan for the region for the season (e.g., schedule of events, identify prospective TI/TE's, date/location for senior exam).
- **Winter OET Schedule:** Develop and finalize the schedule for Senior Exam, TI Refresher, and a sufficient number of skier/toboggan enhancement clinics to meet the needs of the region for the season, including time, place, instructors and point of contact for each event.
 - Register all events online – remember to leave end date open by two weeks
 - Notify the program chair (and assigned QA Staff) of the date, time and place for your Senior Exam
 - Notify appropriate regional contact to ensure event details are posted online and distributed to patrollers in the region
- **Instructor Development:** Develop Toboggan Instructors within every patrol and maintain a pipeline of prospective TIs and TEs. Actively review rosters and talk with Patrol Directors to identify prospective instructors and ensure Instructor Application and Mentoring Forms are properly filled out, verifying dates, activities, signatures, etc., and posting the information to the [OET Help Desk database](#) for Instructor Appointment as efficiently as possible.
- **Instructor Re-certification:** Monitor three-year rotation of the TI's to receive continuing education (i.e., Toboggan Instructor Refresher Course) and TE's to recertify in the region by using the [OET Help Desk database](#). Help ensure they are recertifying and staying current.
- **Instructor Re-certification Reporting:** Ensure that the Instructor-Trainer staff under the RA's direction is gathering the required paperwork, verifying dates, activities, signatures, etc., and posting the information to the [OET Help Desk database](#) to provide credit for certifications and re-certs.
- **Safety:** Touch base pre and post clinics to ensure safety precautions are being

- followed; ensure that safety is being discussed at the onset and as appropriate throughout an event (e.g., use of appropriate terrain, ability to opt out, use of the side of the trail for discussion, watch trail merge points).
- **Run clinics:** Ensure they are safe, educational and enjoyable. This would include the use of PISE for feedback and ADAPT for clinic progressions; look for opportunities to apprentice prospective instructors during your clinics as well. Review the applicable steps below.

For the Senior Exam, please review the steps below; a hybrid of these steps can also be applied for running other events (e.g., TI Refreshers, ski/toboggan enhancement clinics):

Week of the Event:

- No surprises! Touch base with the Quality Assurance (QA) Staff to ensure no changes in the plan (e.g., location, start time, participants, examiners, available terrain)
- Double check you have all your gear (e.g., skis/boards, boots, cold/warm weather gear, civies or patrol jackets, etc.)
- Review QA form/criteria to ensure you will be on the same page with the QA Staff assessing the event

Day of the Event:

- Arrive EARLY and BE PREPARED!
- Check-in with the QA Staff to confirm the exact plan and any changes to what has been previously discussed. Ensure an understanding of when/how information will be shared with participants and examiners, as you should to be present for each, and exactly when the event will start.
- Be ready before the event starts (see above)
- ***Before the event starts:***
 - Plan for the day communicated to the examiners and then communicated to the participants. You should be present for both. Details should include groupings and introductions, trails to be used, timing on activities (including breaks/lunch), the process for flagging issues or re-attempts (advocate assigned), a reminder that safety is first (i.e. The Kane Principle)
 - Ensure all participants are registered with appropriate waivers completed
- ***During the event:***
 - Overall clear expectations and good direction/leadership
 - Appropriate and safe terrain selected for each skill
 - Read criteria before every run/objective
 - Demo's are 6's or better, or redone immediately!
 - Provide a positive participant experience
 - No scorebooks in hand, completed throughout the day. Most

- appropriately done on a chairlift.
 - PISE feedback – no secrets
 - Keep it consistent; all participants should get the same opportunities on like terrain
- **During the feedback/evaluation:**
 - Ensure thoroughness, fairness, and consistency
 - Make sure the criteria is being applied appropriately
 - Ensure the evaluation of all participants is consistent
 - Each evaluator should be present for the performance review and able to ask questions or express any concerns
 - Thoughtful delivery of results and feedback
 - Feedback needs to be PISE (noted above) and be provided shortly after the conclusion of the event to the participant
 - Results should be delivered in a manner that is respectful of the outcomes (i.e., no public display of anybody that was not successful)
 - Feedback from participants on the event should be solicited
- **If a violation is observed or any concerns are present:**
 - Make your concerns known - take corrective action, if such steps will resolve the issue
 - Be responsive to feedback from your QA Staff.
 - QA Staff are instructed to advise the OET Supervisor immediately if their concerns are not addressed by the RA/examiners (e.g., unfair or inconsistent exam situation, misapplication of evaluation criteria)
 - The OET Supervisor may disavow the validity of an exam!

Within one week following the Event:

- Complete registration and submit to OET Supervisor
- Review QA report and provide comment (as needed) to OET Supervisor and QA Steering Admin with a copy (cc) to the QA Staff

Finally, thank you! The RA is key to the success of the Division OET program; you help ensure the programming is in place to develop our patrollers and that the quality of the instructors providing that training is both technically sound and encouraging to ensure effective patroller development.