



**BRANCH**

**TRAINER'S**

**BOOKLET**

**RESCUE AND IMMEDIATE CARE COURSE**



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## Hosting a RICC Workshop

### Administration

**IMPORTANT: Under no circumstances are live animals (including wild animals undergoing rehabilitation, or pets) to be used during RICC workshops for exhibition, display or training purposes.**

In most cases, the RICC online theory component must be completed before participants are permitted to attend a workshop. To be deemed as competent, the student must successfully complete the online component in addition to receiving competency at the workshop, in order to proceed through to membership processing.

### Course Enquiries & Bookings

Branch workshop dates are advertised on the WIRES public website. WIRES Head Office Training staff coordinate all enrolments for the RICC course and book participants into their chosen workshops. The host branch is notified of the attending participant names on the Friday before the workshop date, once the registration closes.

Please note that bookings for workshops can still be taken up until the Friday before the workshop is scheduled to run, until enrolments close at 4pm. The total number of participants will be sent to the host branch contact after this time.

### Venues

The Branch is responsible for arranging a venue booking for their proposed RICC workshops. however, the Branch is **not** expected to cover the costs of venue hire for a RICC workshop.

- Venue bookings under the amount of \$250 should be invoiced to WIRES Inc. and sent to [training@wires.org.au](mailto:training@wires.org.au) to arrange payment.
- If a venue booking exceeds \$250, please contact [training@wires.org.au](mailto:training@wires.org.au) **prior** to booking.

Whilst social distancing is no longer mandatory within NSW (as per NSW Health guidelines), we encourage branches to appropriately assign workshop capacity as per venue capacities. This will ensure participant and trainer safety whilst indoors and will assist to prevent the spread of COVID-19. **Please check this with the venue prior to making a booking and inform WIRES Training (Head Office) of the capacity limit to ensure venues numbers are not exceeded during the registration process.**





### Trainers

The branch workshops can be hosted by branch volunteers and/or species coordinators, with **at least one** WIRES approved Trainer overseeing the running of the workshops.

A WIRES Approved Trainer must have completed the free online WIRES Train the Trainer course. Please contact [training@wires.org.au](mailto:training@wires.org.au) for further details on completing this course.

There will need to be an individual from the branch present on the day to act as the Emergency Contact for the specified workshop. The Emergency Contact will be the first point of contact for participants needing to communicate with trainers in the hours leading up to, and on the day of the workshop in the event they are running late or are having trouble finding the venue.

### Reimbursements

WIRES Head Office is able to reimburse the branch up to \$100 per workshop to help cover the cost of COVID PPE, cleaning equipment and refreshments for the day. Please retain any receipts attained for these items and email to [training@wires.org.au](mailto:training@wires.org.au).

### COVID-19 Considerations

As COVID-19 remains a part of the community with NSW, WIRES continue to encourage, and where required, implement measures to prevent the spread of COVID-19 to ensure the safety of all trainers and workshop participants, and maintain the necessary safety measures in accordance with advice from NSW Health. Participant and trainer safety always remain the most important consideration of scheduled workshops.

Whilst many mandatory restrictions have now been phased out, we ask that all WIRES trainers continue to take precautions in reducing the likelihood and risk of COVID-19 at RICC workshops.

As a minimum, we ask that you refer to the following safety procedures and advice for each hosted workshop:

- All participants and trainers are strongly encouraged to wear face masks indoors where an appropriate social distance cannot be maintained (**important note: this does not relate to mask wearing for activities that involve handling bodies of deceased wildlife, which remains mandatory to mitigate the risk of zoonotic disease transmission**). A general rule for appropriate social distancing is 1.5m.
- It is encouraged to minimise the use of shared equipment and other resources at the workshop where possible. For example, participants will be asked to BYO pen for the workshop.
- COVID signage, a designated COVID-19 Safety Officer and the acknowledgement and/or completion of COVID-19 Safety Checklists (and other associated paperwork) are no longer mandatory at workshops but can be implemented at the





discretion of the trainers and Head Office staff, based on the perceived risk to attending individuals. These can be organised for the branch by contacting [training@wires.org.au](mailto:training@wires.org.au).

- Participants or trainers/other attendees from the branch with cold or flu symptoms in the lead up to, or on the day of the workshop, are encouraged to stay home and test for covid.
- As per NSW Health Guidelines, participants or trainers/other attendees from the branch who test positive to COVID-19 are encouraged to stay home until acute symptoms have gone. Participants who notify they have tested positive in advance of a workshop will be encouraged to book into an alternative workshop.
- Branches are welcome to provide refreshments (coffee, tea, biscuits etc) if they wish, however, please note that participants are asked to bring their own lunch and beverages for the day.

Before hosting a RICC workshop, please consider and plan how you will ensure trainer and participant safety to avoid potential hazards and risks, as well as prevent the spread of COVID-19.

## **Course Paperwork**

### **Paperwork Printing and Delivery – Prior to the Workshop**

Course paperwork will be provided by WIRES Head Office for each workshop. WIRES Inc. will arrange the delivery of the RICC manuals, WHS forms, Course Evaluations and Practical Assessment Booklets to the desired address advised by the host branch.

Copies of some course paperwork documents can also be found on the WIRES Members Website through the following URL:

[https://www.wiresmembers.org.au/rescue\\_and\\_care/ricc-workshops](https://www.wiresmembers.org.au/rescue_and_care/ricc-workshops)

Please note, the branch must use the Attendance Register provided by the HO Training Team on the Friday prior to the workshop, as this will contain the details for the participants that have booked into the workshop.

When requested, branches may also be supplied with any additional donated equipment to provide the attendees in the form of a 'rescue goodie bag', such as pouches or towels, when available, to distribute to workshop attendees.





### Distributing the Paperwork – At the Workshop

During registrations, the host branch must ensure that each participant has been issued with the following paperwork.

- **Rescue and Immediate Care Training Manual**
- **WHS form\***
- **Course Evaluations**
- **Practical Assessment Booklet**

\*WHS forms are now available online via a Google form. **Students need to scan the WHS QR code to complete and submit the google WHS form.** Laminated copies can be provided, or trainers can request electronic versions for print by emailing [training@wires.org.au](mailto:training@wires.org.au). The hosting branch is strongly encouraged to display the QR code somewhere visible and accessible at workshops, such as next to the attendance register.

A small number of WHS forms (paper copies) will remain available for participants who struggle with the online form or who do not have a smartphone available on the day. However, we request that the host branch encourages students to complete the electronic WHS form where possible, as this may result in faster processing of new members.

### Returning Paperwork for Processing – Following the Workshop

It is the responsibility of the host branch to ensure that ALL workshop participants successfully complete this paperwork during registration, and that it is safely returned to Head Office for processing following the workshop date. **The WIRES Membership team cannot process membership until the following paperwork has been received:**

- **RICC Attendance Register**
- **WHS forms**
- **Practical Assessment Booklets**
- **Course Evaluations**

*These documents must be returned to Head Office as soon as possible after the workshop for processing. If posting the document, please refer to the address details below.*

WIRES Head Office (Training Team)  
PO Box 7276  
Warringah Mall NSW 2100

Electronic copies for all participants can also be accepted via email and are usually the quicker and easier option. Please direct any scanned paperwork to [training@wires.org.au](mailto:training@wires.org.au).





## Running the Practical Workshops

**PLEASE NOTE:** every page in the Participant Assessment Booklet must be completed by each participant. The booklet is evidence that the participant has been deemed competent in the training, therefore WIRES Training is unable to process RICC training if there are sections of a participant booklet missing.

### Course Workshop Modules

There are three compulsory workshops that must be completed during the workshop.

- Session 1: Bird Identification
- Session 2: Examination & Immediate First Aid
- Session 3: Capture, Restraint & Transport

Workshop sessions can be conducted in any order. Session 1 (Bird Identification) and Session 2 (Examination and Immediate First Aid) requires the use of bodies therefore the branch may like to do these sessions first in order to remove the bodies earlier.

Suggested workshop layouts are discussed throughout each Workshop Session section below.

### Managing Participants

Large participant groups can be divided into smaller groups, with an experienced volunteer who will act as the group leader.

### Equipment Required (including suggested COVID Safety Equipment)

- Venue supplied table & chairs (see workshop listings for arrangement instructions)
- RICC Manuals and paperwork
- Scales
- Bird identification books or field guides
- Pens – enough for each participant, however they are encouraged to bring their own
- Disposable gloves – variety of sizes as well as both nitrile and latex. These **must** be worn when handling deceased bodies and the shared equipment throughout the day
- P2/N95 Face Masks – **IMPORTANT:** Wildlife Health Australia has recently updated their recommendation of PPE, for the purpose of preventing zoonotic disease transmission when handling live and deceased wildlife. The new advice states:  
*“Surgical masks will not prevent the zoonotic diseases of concern. Typical face masks (of the surgical variety sold in pharmacies) will not prevent breathing in the bacteria*





*or viruses.”* On this advice, please ensure **N95 or P2 dust masks** are available at all RICC workshops. N95 and P2 dust masks can be purchased from most hardware stores, however please contact Head Office if you require assistance in sourcing these items.

- Surgical Face Masks – as per NSW Health advice, surgical face masks are suitable to assist with reducing the spread of COVID-19 and can be utilised during the workshop when deceased wildlife is not involved or being handled in the session, when social distancing is not possible.
- Hand sanitizer readily available for all participants (minimum alcohol content of 60%)
- Table covers or newspaper
- Animal bodies – a range of birds with at least one per person and at least one reptile and one possum, if possible. If the branch is unable to obtain sufficient number of bodies, contact should be made with WIRES training staff at least two weeks prior to the workshop.
- Towels/cloths for use during examination of animal bodies
- Garbage bags
- Rescue scenario equipment – such as transport carriers, pouches, capture net, towels, gloves, pillowcase, cable ties, heat supply (hot water bottle), soft toys
- Name tags
- Hospital grade disinfectant to clean tables after and during the workshop
- Disinfectant wipes or disinfectant spray and cloths to clean surfaces
- Liquid soap and paper towels – to be placed in all bathrooms if not already provided
- Optional - Participant goodies bags (containing pouches etc.) for the participant to take home\*

\*WIRES HO can arrange participant goodie bags for the branch from donated goods received. Please contact [training@wires.org.au](mailto:training@wires.org.au) a few weeks prior to the workshop to discuss further.







### *RICC Workshop Agenda Example*

The following agenda is based on a 9:00am start time; please adjust your branch times accordingly. Please ensure that you allow enough time for room set up, preparation of materials and group trainer discussion before participants arrive.

Time	Workshop Activity
9am	Attendance Registration <ul style="list-style-type: none"><li>- <b>Ensure participants sign the workshop Attendance Register</b></li><li>- <i>Ensure participants use own pens and don masks correctly</i></li><li>- <i>Ensure participants scan WHS QR Code and complete the google form</i></li><li>- <i>Take Headshots of participants <u>and</u> complete the photo identification tickbox on the Attendance Register to ensure accuracy of photos with participant details.</i></li></ul>
9:30-9:40am	Introduction / Welcome <ul style="list-style-type: none"><li>- <i>Possible ice-breaker activity</i></li><li>- <i>Housekeeping (toilets, kitchen (fridge), fire muster area, exits)</i></li><li>- <i>Acknowledgement of Country ('In the spirit of reconciliation WIRES acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.')</i></li></ul>
9:40-10:40am	<b>Session 1:</b> Bird Identification
10:40 – 11am	Short break
11am – 12:30pm	<b>Session 2:</b> Examination and Immediate First Aid
12:30pm – 1:00pm	Lunch break <i>Hand out new masks and gloves to participants as they return from lunch</i>
1pm – 2pm	<b>Session 3:</b> Capture, Restraint and Transport
2:00pm	Workshop conclusion: <ul style="list-style-type: none"><li>- <i>Ask participants to fill out the course evaluations and conduct a conclusion discussion including information on what happens after the workshop (refer to information in membership processing section), question &amp; answer time, hand out participant goodie bags and any other supplies discussed by the branch.</i></li></ul>

### *Additional Demonstrations*

There is the possibility to host additional, *optional* discussions and demonstrations in the following topics after the workshop conclusion session. These need to be conducted after the conclusion session, as it is not compulsory for the participants to attend these as part of their course.





Examples of additional demonstrations are as follows:

- Conducting a pouch check (demonstration)
- Branch phone rosters if applicable
- Branch Coordinator introductions/In branch buddying system
- The xMatters system and how alerts are received
- Discussion of species courses and further training opportunities

## Workshop Sessions

### Workshop Session 1: Bird Identification

Time Allocated – 1 hour

#### ***Aims & Objectives***

To introduce a variety of bird species and methods of identification using field guides and smart phone applications that include photographs, sketches and bird song examples.

#### ***Equipment Required***

- A variety of bird bodies - one bird per participant
- Table covers
- Gloves
- Face masks (**N95/P2 masks must be worn by all participants and trainers while handling animal bodies**)
- Hand sanitiser
- Bird field guides/identification books
- Information sheets
- Scales





### *Workshop Set-up and Instructions*

Provide tables with seating ensuring there is at least 1.5 m distance between each participant. Given the space required per participant, it is easiest to have one table per person, or longer trestle tables may be able to have two participants at opposite ends depending on the length. Please ensure all participants are still able to be engaged, despite being quite spread out. Tables are to be appropriately covered and a variety of bird bodies to be placed on the covered table.

*Adjustments* – Participants who are unable to handle dead birds (immune suppressed, pregnant etc.) can be issued with a photograph of various bird species.

### *Instructions*

Participants should work their way through the questions on their identification worksheet (refer to Participant Assessment Booklet), with the assistance of the group leader and other avian trained members at the table. It is helpful to run through the questions in advance so they participants are aware of what is expected of them during this session.

The participants need to identify features of the bird and use the available field guides to identify the species. This process should be followed with at least 2 of the bird species present – one for practice and one to complete the workshop questions. The answers for the questions 5, 6 and 7 regarding weight and diet in Bird Identification section of the Participant Assessment Booklet can be found in the bird section of the RICC manual. Once completed, the group leader must sign off the front page of the workbook for the relevant session only.

*NB: It is beneficial to place commonly confused birds together and discuss the differences so participants can learn to determine the differences between the species.*

**Please refer to the marking guide in appendix 2 for information on how to assess participants in this workshop session.**





## Workshop Session 2: Examination & Immediate First Aid

Time Allocated – 1 hour

### *Aims & Objectives*

To equip participants with the ability to confidently handle animals, examine injuries and disease as well as minimise stress and administer basic first aid to birds. Rescued animals should be identified and associated WHS risks acknowledged. Animals should be examined with minimal stress and handled appropriately according to the species. Common injuries or diseases in birds are identified and apposite action taken for treatment.

### *Equipment Required*

- Bird bodies - one bird body per person, preferably indicating an array of injuries for assessment purposes
- If there are lizard/possum bodies available, please utilize them in this workshop as an additional discussion.
- Table covers
- Gloves
- Face masks (**N95/P2 masks must be worn by all participants and trainers while handling animal bodies**)
- Hand sanitiser

### *Workshop Set-up and Instructions*

Tables placed together as a square with seating around the table ensuring there is a 1.5 m distance between each participant. Table is to be covered and a variety of bird bodies to be placed on the covered table.

*Adjustments* – Participants who are unable to handle dead birds (immune suppressed, pregnancy etc.) will be given a scenario to work through. If insufficient bird bodies are available, workshop group leaders may use scenarios.

### *Instructions*

The group leader will need to explain the process of conducting an examination on a rescued bird to the participants. Following these instructions, and the instructions in the manual, assist the participants in conducting a physical examination on one of the bird bodies on the table. The group leader should remind participants that during a live rescue,





physical examination should only take place under the direct supervision of the coordinator or an experienced member and only when an observational examination has been carried out and no injury, illness or problem has been identified.

Use bird bodies that have died or have been euthanised due to various causes (refer to WHS document – ‘Use of deceased animals’, which can be found on the [Members Website](#) under the WHS tab). It is ideal for the trainers and experienced branch members running the workshops to familiarise themselves with the rescue situations for each of the bird bodies and the cause of injury/illness prior to this workshop.

**Please refer to the marking guide in Appendix 2 for information on how to assess participants in this workshop session.**

### **Workshop Session 3: Capture, Restraint & Transport**

**Time Allocated** – 1.5 hour

#### ***Aims & Objectives***

To introduce WHS risks involved in rescuing and transporting injured wildlife, assess injuries and contain the animal without inducing further stress or trauma. Rescues are to be performed with appropriate WHS practices and ensuring transportation is safe for both the animal and the rescuer.

#### ***Equipment***

**Equipment required as examples of rescue equipment for participants to select from for acting out the scenarios:**

- Variety of commonly used rescue equipment;
  - various sized carriers
  - cardboard box
  - different sized towels with no loose threads
  - gloves
  - net etc.
  - pouches and liners
  - pillow cases
  - cable ties





- hot water bottle
- high-visibility vest
- heavy duty gloves
- disposable gloves
- A list of rescue scenarios (*see Appendix 1*)
- Bird - plush toy
- Possum - plush toy
- Lizard and/or turtle plush toy
- Disposable gloves – must be worn when handling shared items such as rescue equipment
- Face masks (**N95/P2 masks must be worn by all participants and trainers while handling animal bodies**)
- Hand sanitizer/cleaning equipment

### **Workshop Set-up and Instructions**

Weather permitting, this workshop should be conducted outside to allow for the simulation of real rescue scenarios. If conducted indoors, the ideal set up (space permitting) should consist of U-shaped seating ensuring there is a 1.5 m distance between each participant, with rescue equipment in the middle for use in demonstrations and practicing rescue scenarios.

### **Instructions**

The group leader should demonstrate the use of rescue equipment commonly used to successfully conduct rescues. The leader will also demonstrate how the equipment is to be used in the most effective and safe manner for both the animal requiring rescue, and the rescuer.

Everyone should be issued with two rescue scenarios, each one from a different animal group e.g. bird and a possum, bird and a lizard, turtle and a possum (see Appendix 1 for scenario listing). Using their theoretical knowledge gained from the online training, and the information provided by the group leader during demonstrations, participants will need to fill out the worksheet using each of the rescue scenarios they have been assigned. Allow 15-20 minutes for them to complete this part. If they do not finish this, move on, but allow them time at the end of the day to complete the pages for both scenarios before they are signed off in this session as competent.





As part of this session, the participants will need to demonstrate **one** of the two scenarios in a simulated environment, using the equipment available. Mock rescue demonstrations should include a range of species, i.e. some participants will demonstrate lizard and/or turtle rescues, some will demonstrate possum rescues and some will demonstrate bird rescues.

Participants should be verbally describing what equipment they are selecting and why, any WHS considerations regarding the rescue and how they would conduct the rescue.

Note: Participants **must** act out one rescue scenario to be deemed competent in this session. It is recommended the branch be mindful of rescue scenarios that have already been covered and ask the participant to choose either of their two scenarios that are different from those prior as it will create further discussion among the group.

**Please refer to the marking guide in Appendix 2 for information on how to assess participants in this workshop session.**

## Workshop Conclusion

At the conclusion of the workshop, you can take the opportunity to thank the participants for coming and encourage them to get involved in rescues as soon as possible while this information is still fresh in their minds. This is also a great time to run through the following points:

- The membership process - Explain the membership process in more detail, including the two-week processing time as well as the option for ordering a complementary Hi-Vis vest.
- xMatters - Explain how the xMatters app works and show participants how to accept rescues from your own phone.
- Further training opportunities - Please let participants know to contact the training team via [training@wires.org.au](mailto:training@wires.org.au) to express their interest in further courses such as the advanced species training.
- Encourage participants to get in contact with the branch as soon as possible for support and advice.

Before the participants leave, please make sure to check that the participants have filled out all sections of their assessment booklet, WHS form and workshop evaluation forms. These will need to be collected from each student and mailed to head office along with the signed attendance register. **Please ensure you also take a headshot photo of all participants (for their WIRES ID)** and email these to [training@wires.org.au](mailto:training@wires.org.au), upload them to a Dropbox to be shared with WIRES Training, or mail to HO on a USB.





## WIRES Membership Processing Procedures – To Advise Participants

It is helpful for the Membership Team if you can share the following information at the conclusion of the workshop:

- It can take up to 2 weeks for membership processing and emailing out of membership authorities. Memberships cannot be processed until the relevant paperwork has been received following a branch RICC workshop.
- Participants will receive an email as soon as they are processed through the WIRES membership system. This email will include the following information:
  - WIRES digital ID (hardcopy ID cards are no longer being sent out)
  - The process to order a complimentary WIRES vest
  - What branch they are part of and the contact details of their Branch Executive
  - An explanation of xMatters (*the WIRES Rescue communication system*), instructions for downloading, and their personalised log in details. This will only apply for those in branches who utilize the xMatters system.
  - An explanation of CarerHQ and their personalised log in details
  - Access information for the WIRES Membership website
  - Access to Tall Emu
- Please remind participants to check their junk mail if they do not receive an email within 2 weeks.

**The RICC online theory component needs to be completed in addition to receiving competency in the workshop to proceed through to membership processing.**

**It is important that RICC participants understand they cannot undertake rescues for WIRES until they have received their digital ID card and authority details via email.**

### Questions

Anything that cannot be answered during the workshop can be directed to the WIRES Training Team via email [training@wires.org.au](mailto:training@wires.org.au) for further advice and assistance.







## Reasonable Adjustments to the Assessment Criteria

While competency must be achieved in all three workshop sessions, there are times where trainers may need to be flexible with their assessment of participants who have different needs and learning styles.

There are many ways in which trainers can reasonably adjust the way they assess participants while still maintaining the integrity of the course content. WIRES is a non-discriminatory organisation and those who have limited abilities can still be a valuable and active member of a WIRES branch. Depending on the extent of the impairment or disability, branches may consider whether the participant could be utilised in an administrative based role.

The following table has been developed to assist with recognising the potential difficulties a participant may face while completing the workshop as well as the support options that are available.

Areas that may require reasonable adjustment	Possible Reasons	Support options
Participant is unable to write their answers	<ul style="list-style-type: none"><li>• English is not their first language</li><li>• Physical or intellectual disability</li><li>• Literacy difficulties</li><li>• Ill health</li></ul>	<ul style="list-style-type: none"><li>○ Support person/carer is able to scribe for the participant as long as the participant verbalises the answers, illustrating comprehension of the questions.</li><li>○ The participant is able to seek verbal clarification regarding the assessment questions from the RICC trainer or their support person.</li><li>○ Provide additional time at the end of the workshop to allow participant to complete workbook.</li></ul>
Participant is unable to read the questions	<ul style="list-style-type: none"><li>• English is not their first language</li><li>• Physical or intellectual disability</li><li>• Literacy difficulties</li><li>• Ill health</li><li>• Vision impairment</li></ul>	<ul style="list-style-type: none"><li>○ Support person/carer is able to read the question to the participant.</li><li>○ The participant is able to seek verbal clarification from the RICC trainer or their support person.</li><li>○ Provide additional time at the end of the workshop to allow participant to complete workbook.</li></ul>





Participant isn't able or willing to handle deceased bodies	<ul style="list-style-type: none"> <li>• Immuno-compromised</li> <li>• Pregnant</li> <li>• Uncomfortable with handling bodies</li> <li>• Moral or ethical reasons</li> </ul>	<ul style="list-style-type: none"> <li>○ Issue participant with photographs of various bird species to complete the assessment (Bird Identification workshop)</li> <li>○ Utilise a plush toy for handling during the scenario (Capture, Restraint &amp; Transport)</li> <li>○ Utilise a plush toy for physical handling alongside use of an existing rescue scenario for participant to complete the assessment based on the injuries outlined in the scenario (Examination &amp; Immediate First Aid)</li> </ul>
Participant isn't comfortable acting out the scenarios for session 3	<ul style="list-style-type: none"> <li>• Confidence</li> <li>• Stage fright</li> <li>• Limited movement or disability</li> </ul>	<ul style="list-style-type: none"> <li>○ Offer assistance/ buddy up the participant for the scenario.</li> <li>○ Allow participant to act out scenario at the end of the day once other attendees have left.</li> </ul>
Participant isn't able to act out scenario	<ul style="list-style-type: none"> <li>• Limited mobility or physical disability *(see note below)</li> </ul>	<ul style="list-style-type: none"> <li>○ Offer a support person or utilise their carer to assist during the assessment.</li> <li>○ If mobility is severely restricted, branches may consider requesting the participant to verbally describing the scenario.</li> </ul> <p>**</p>
<p>* WIRES Head Office will notify Branch Trainers in advance of a scheduled workshop if there is a registered participant who has declared they have a disability or impairment that may impact their ability to complete any of the sessions of the workshop.</p> <p>** In the case that a participant has severe mobility challenges that are likely to affect their ability to rescue or care for wildlife, please notify <a href="mailto:training@wires.org.au">training@wires.org.au</a> to discuss further.</p>		





## Appendices

### Appendix 1. Rescue Scenarios

Bird Rescues	Possum Rescues	Reptile Rescues
A kookaburra has been hit by a car and is sitting between two parked cars on the side of a busy road.	An eastern pygmy possum has been found on a member of public's doorstep. It appears lethargic and it is in the middle of the day. It isn't contained.	A turtle has been found by the side of a busy road with fractures to its shell.
A sulphur-crested cockatoo with a deformed beak and missing feathers is in a park, unable to fly.	A large brushtail possum has been trapped inside a chicken coop. The MOP is at work but has given permission for a rescuer to enter through the side gate to access the coop in the back yard.	An adult water dragon has been attacked by a dog with no visible injuries. It is uncontained and unresponsive, lying beside a pool.
A rainbow lorikeet is located in a caller's yard with wire tangled around one foot, which is swollen and bleeding. It is able to fly about ½ a metre into the air before falling back down to the ground.	A female ringtail possum has been hit by a car and is on the side of the road. When you arrive, the possum is already dead.	A juvenile blue tongue lizard has been contained by a member of public. The cat was playing with it and it has a scratch on its back. When you arrive you notice that the lizard has been contained in an ice-cream container with no holes.
An ibis chick with no apparent injuries is wedged between a timber fence and a yellow box. The yellow box can be moved, but is heavy.	A brushtail possum has been hit by a car but is still alive and is alert and frightened. It is currently sitting in an asphalted area of a local public school, during school hours.	An Eastern long-necked turtle has been found in the front yard after heavy rain. The property backs onto local bushland where there is a body of water.
A pacific black duck is tangled in fishing line in a pond, approximately 1 metre from the bank. The pond is between ½ m to 1m in depth. A local vet has been notified and is on standby.	A member of public has called in about a sick unknown possum joey they have 'found.' It has diarrhea and when you arrive you find that it is also cold and dehydrated.	A member of public has called in about a lizard in their back yard. They are worried their dog will attack it. When you arrive you observe the animal from a distance and identify that it is a death adder.



An adult galah has been called in by a veterinary clinic. There are no apparent injuries and it is eating and drinking well. The bird is located in a vet cage in the back of the clinic and is very aggressive, so the vet nurses have asked you to remove it from the cage.	A brushtail possum has been living inside a roof of a house that is about to be demolished. It is found when demolition begins and has fallen to the ground. The construction workers have placed a box over the top of the possum. They aren't sure if it is injured.	A member of public has contained a turtle. When you arrive you discover it is a non-native red-eared slider.
A caller has found a very small unknown bird with no feathers on the ground, in their backyard. The parent is in a small tree above, distressed. The caller has now gone to work but has advised they are happy for a rescuer to access the backyard through the side gate. It has been 4 hours since the initial call.	A brushtail possum has been attacked by a dog and is laying on the ground in a member of public's backyard, uncontained. It has visible damp fur around one of its hind legs	A member of public has called in about a bearded dragon that he found last night that was stuck in a chicken wire fence. They aren't sure how long it was there. The MOP has it contained and believes that it is not injured, but it is cold.
A juvenile magpie has been taken to a vet with a drooping wing. The vet has advised it is OK to go into care. There have been no assessments done of the animal and there are no x-rays of the wing.	A ringtail possum was found in a park and has been contained in a shoebox by a member of public. It is covered with ticks. It has one joey with it.	A member of public has called WIRES to relocate a blue-tongue lizard found in their garage. It is uncontained and the MOP is terrified.
An eastern rosella has been found injured, laying on its side. The mop has put it back into a hollow, where another eastern rosella is located. The caller has advised that you need a step ladder to access the hollow.	A brushtail possum has been found inside a community hall venue kitchen. It has come in through a hole in the ceiling and is now causing chaos in the kitchen cupboards. It is uninjured and aggressive.	Shingleback lizard with 4-5 ticks around its neck was found on a footpath outside of a primary school. A Teacher has placed a plastic tub over the top of the lizard and it is a hot, sunny day.



## Appendix 2. Marking Guidelines for Trainers & Group Leaders

### Bird Identification Marking Guide

Worksheet Questions	Marking Criteria	Performance Criteria Addressed
Identify the species you have selected.	Have they identified both the common and scientific names accurately? (do not use Google search to check scientific names)	1.3. <b>Animals</b> are identified and appropriate <b>equipment</b> is selected for the rescue.
What is the estimated age of the animal: e.g. chick, juvenile or adult	Have they correctly estimated the age of the bird based on its physical appearance?	1.3. <b>Animals</b> are identified and appropriate <b>equipment</b> is selected for the rescue.
Where is the bird found? i.e what is the species distribution range	Have they used the field guide to determine what the distribution of the bird is?	NA
What does the bird weigh?	Did they weigh the bird correctly?	2.4. Physical condition and vital signs of the animal are assessed. 3.4. <b>Information on animal</b> is collected and recorded in accordance with legislative and organisational requirements.
Is the bird within a healthy weight range for its species?	Have they been able to ascertain the healthy weight range of this species and make a comparison to the individual bird they are identifying?	2.4. Physical condition and vital signs of the animal are assessed. 3.4. <b>Information on animal</b> is collected and recorded in accordance with legislative and organisational requirements.
What would this bird eat in the wild?	Have they identified the correct wild diet for this species?	3.4. <b>Information on animal</b> is collected and recorded in accordance with legislative and organisational requirements.
What would this bird be fed in captivity?	Have they identified the correct captive diet? <i>Nb. They do not need to give proportions of food types or feed amounts.</i>	2.1. <b>Basic animal care</b> is provided to minimise stress to animals. 3.4. <b>Information on animal</b> is collected and recorded in accordance with legislative and organisational requirements.

Participants must attempt every question. If a question has been left blank, ensure there is sufficient help provided to the participant to answer the question.



## Capture, Restraint & Transport Marking Guide

Worksheet Questions	Marking Guide	Performance Criteria Addressed
What type of rescue equipment is required, including the type of transport container?	Have the participants selected equipment that is appropriate to the species they are rescuing?	1.3. <b>Animals</b> are identified and appropriate <b>equipment</b> is selected for the rescue.
What are the WHS risks associated with the rescue location?	Have they correctly identified the WHS risks in the rescue situation i.e., environmental risks such as cars, steep slope, powerlines etc.?	1.1. <b>Risk posed to self, others and animals</b> is assessed. 1.2. <b>Options for assisting animals</b> are evaluated and procedures selected with reference to workplace protocols and regulations. 1.4. <b>Occupational health and safety (OHS) procedures</b> and <b>personal protective equipment</b> are used at all times when handling animals.
What are the WHS risks associated with handling the species?	Have they been able to identify the WHS risks that would be applicable in handling the species in their assigned scenario e.g. brushtail possum claws/teeth, parrot beaks?	1.1. <b>Risk posed to self, others and animals</b> is assessed. 1.2. <b>Options for assisting animals</b> are evaluated and procedures selected with reference to workplace protocols and regulations. 1.4. <b>Occupational health and safety (OHS) procedures</b> and <b>personal protective equipment</b> are used at all times when handling animals.
What PPE (personal protective equipment) will be required to conduct the rescue?	Have they identified the correct PPE for the rescue scenario? <ul style="list-style-type: none"> <li>- Hi-vis vest for roadside rescues</li> <li>- Gloves</li> <li>- Thick towels</li> <li>- Etc.</li> </ul>	1.1. <b>Risk posed to self, others and animals</b> is assessed. 1.2. <b>Options for assisting animals</b> are evaluated and procedures selected with reference to workplace protocols and regulations. 1.4. <b>Occupational health and safety (OHS) procedures</b> and <b>personal protective equipment</b> are used at all times when handling animals. 2.2. Animal is caught and handled <b>safely and humanely</b> to minimise pain and potential injuries.
What are your initial observations of the animal and the rescue situation?	Have carried out an initial observation of the animal (injuries, behaviours etc.) and assessed the rescue scenario, i.e. does the animal need to be rescued?	1.1. <b>Risk posed to self, others and animals</b> is assessed. 1.2. <b>Options for assisting animals</b> are evaluated and procedures selected with reference to workplace protocols and regulations. 2.4. Physical condition and vital signs of the animal are assessed.



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Explain how you would physically handle this animal during capture.	Have they explained safe physical restraint techniques, specific to the species? Do their techniques take into account minimising risk to both themselves and the animal?	1.1. <b>Risk posed to self, others and animals</b> is assessed. 1.4. <b>Occupational health and safety (OHS) procedures</b> and <b>personal protective equipment</b> are used at all times when handling animals. 2.1. <b>Basic animal care</b> is provided to minimise stress to animals. 2.2. Animal is caught and handled <b>safely and humanely</b> to minimise pain and potential injuries. 2.3. Animal is reassured in a caring manner and made comfortable using available resources.
If the animal is severely ill or injured, where will you take it?	Have they identified that severely injured or ill animals must be taken to a vet to be assessed?	3.1. Basic first aid is provided in accordance with <b>established animal first aid procedures</b> . 3.2. Treatment is sought from others as appropriate and required.
Who will you report this rescue to?	Have they stated that they must report to the relevant Species Coordinator?	3.3. <b>Advice and assistance</b> are sought from supervisor or appropriate personnel in respect to future options for animal. 3.4. <b>Information on animal</b> is collected and recorded in accordance with legislative and organisational requirements.



## Examination & First Aid Marking Guide

Worksheet Questions	Marking Guide	Performance Criteria Addressed
What is the species being examined?	Have the participants identified the species correctly?	1.3. <b>Animals</b> are identified and appropriate <b>equipment</b> is selected for the rescue.
What environment will it be placed in before you examine it?	Have they identified methods of reducing stress in a recently rescued animal, i.e. warm, dark and quiet for at least 30 minutes?	1.2. <b>Options for assisting animals</b> are evaluated and procedures selected with reference to workplace protocols and regulations. 2.1. <b>Basic animal care</b> is provided to minimise stress to animals. 2.3. Animal is reassured in a caring manner and made comfortable using available resources.
What are your initial visual observations of the bird (without picking it up)?	Have they been able to make objective observations on the physical condition of the animal?	2.4. Physical condition and vital signs of the animal are assessed.
How do you intend to minimise stress for the bird during the examination?	Have they identified the stress reduction methods to employ during the examination i.e. correct handling techniques, keeping the head covered etc.?	2.1. <b>Basic animal care</b> is provided to minimise stress to animals. 2.2. Animal is caught and handled <b>safely and humanely</b> to minimise pain and potential injuries. 2.3. Animal is reassured in a caring manner and made comfortable using available resources. 3.1. Basic first aid is provided in accordance with <b>established animal first aid procedures</b> .
Conduct the physical examination. What, if any, injuries or illnesses have you identified?	Have they followed the appropriate method for conducting an examination? Have they attempted to reduce stress throughout the process? Have they handled the animal appropriately? Have they completed their checklist? Have they identified any injuries or illnesses?	2.2. Animal is caught and handled <b>safely and humanely</b> to minimise pain and potential injuries. 3.1. Basic first aid is provided in accordance with <b>established animal first aid procedures</b> .
Is the probable cause of the injuries and/or illness known? If yes, specify.	Have they attempted to ascertain possible causes of the injury or illness present?	2.4. Physical condition and vital signs of the animal are assessed.





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<b>What immediate First Aid would be required?</b>	Have they identified first aid that is appropriate to the injury/illness? This could include taking it to a vet for further examination or recovery in a hospital enclosure.	3.1. Basic first aid is provided in accordance with <b><i>established animal first aid procedures</i></b> .
<b>Where will you take the animal to receive further treatment for their injuries?</b>	Have they identified that the bird may need to be taken to a vet or experienced avian carer based on the specific injuries or illness suspected?	3.2. Treatment is sought from others as appropriate and required. 3.3. <b><i>Advice and assistance</i></b> are sought from supervisor or appropriate personnel in respect to future options for animal.
<b>Who will you contact to discuss ongoing care options for this animal?</b>	Have they identified that they need to consult with the Species Coordinator?	3.3. <b><i>Advice and assistance</i></b> are sought from supervisor or appropriate personnel in respect to future options for animal.



### Appendix 3. Branch Checklist

This checklist has been compiled as a help guide to coordinating a RICC workshop. Please contact WIRES Training Staff should you need any further assistance at any stage of coordinating a RICC workshop.

Prior To The Workshop	
Has the venue been confirmed? Please consider how many participants the venue can hold and notify WIRES Training Head Office the capacity of workshop.	
Does the branch need to arrange for any invoices of the venue or purchased PPE to be sent to WIRES Head Office?	
Has an Emergency Contact person been assigned, and contact details provided to WIRES Training Head Office staff?	
Are there enough branch members organised to help on the day?	
Are there enough group leaders and at least one WIRES Approved Trainer (WAT) confirmed to assist in training the workshops?	
Have Trainer's received a copy of the Branch Trainer's Booklet?	
Has the branch got enough bodies of the required species? Diversity of species is key!	
Have the manuals, paperwork and participant goodie bags (if required) been received?	
Have you prepared the required PPE and Cleaning Equipment for the workshop (please contact WIRES Training Head Office if you need assistance with this)?	
Have you received the list of participant names (sent the Friday before workshop) via the Attendance Register??	
At The Workshop	
Workshop areas – table covers/newspaper, gloves, masks, hand sanitiser, rescue equipment, field guides, RICC manuals and paperwork.	
Is there someone assigned to registration for when people start to arrive?	
Has the branch got the laminated WHS QR code somewhere accessible for participants to fill out on arrival?	
Has the Attendance Register been signed by everyone?	
Have the WHS forms been filled out and submitted properly (or collected if hard copies)?	
Have photos been taken of all participants including photos of the participants (head shots)? Has all participants photo identification (licenses, passport etc.) been checked and verified, with this marked on the Attendance Register?	
If applicable, have the participants received their goodie bags (containing pouches etc.)? (not required)	
Have the practical workshop booklets been filled out by the participants and signed off as appropriate by group leaders & WIRES Approved Trainer? Please check all sections of the booklet.	





## Rescue and Immediate Care Course Branch Trainers Booklet

If there are any responses left blank in any of the participants booklets, has support been provided to the participant to help answer the question?	
Have all of the course evaluations been completed and returned?	
Have the participants been notified of the membership process and what happens following the workshop?	
<b>After The Workshop</b>	
Have all the workshop areas been thoroughly sanitized and cleaned per venue requirements?	
Notify Head Office of any unused participant goodie bags, manuals etc. and either return or hold until the next RICC workshop, as advised.	
<b>Provide Head Office with (after the workshop):</b>	
Completed Attendance Registers, WHS forms, Participant Assessment Booklets and Evaluation forms. Please <b>POST</b> to WIRES Training Head Office.	
Head Shot photographs of all participants emailed to <a href="mailto:training@wires.org.au">training@wires.org.au</a> , shared via drop box or alternatively, posted via USB with paperwork.	

