



Perkhidmatan Bagi Manusia

## ST. JOHN AMBULANS MALAYSIA NEGERI PULAU PINANG

Penaung: T.Y.T. Yang di-Pertua Negeri Pulau Pinang  
Tun Dato' Seri Utama (Dr.) Haji Abdul Rahman bin Haji Abbas,  
SMN, DUPN, SPDK, DP, DMPN, DJN

Presiden: Y.B. Senator Tan Sri Dr. Koh Tsu Koon, PSM



EN ISO 9001:2000  
QA 04100 0806

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sebagai N.G.O. yang pertama di Malaysia  
memperolehi pensijilan ISO 9002 dalam skop  
"Latihan Pertolongan Cemas untuk Orang Awam"

Pengerusi/Pemerintah Negeri: Dato' Dr. Yee Thiam Sun, DMPN, DSPN, KMN, DJN, PKT, PJM,  
MBBS (Agra), MCGP (Mal), FAFP(Mal), FACSM (USA), MSpCard(Rome), LFOM (Ire),  
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Setiasaha Kehormat Negeri: En. Koay Seng Kie, PKT, PJK, PJM  
No. Tel: 012-4820668 (Bimbit); 04-8289664 (Rumah)  
E-mail: skkoaysk@yahoo.com

### STATE CIRCULAR ON TRAINING

Our Reference: SJAM/PP/08/05/006 (2012-3)

24<sup>th</sup> July 2012

To:  
All First Aid Trainers  
All State Staff Officers  
All Area Staff Officers  
All Divisional Officers

Dear Sir / Madam / Miss

#### **SJAM First Aid Trainers Course**

With regards to the above, I wish to inform you that the Training Wing of SJAM Penang will be organizing the SJAM First Aid Trainers Course for participants who are interested to be a certified First Aid Trainer of SJAM. The details of the First Aid Trainers Course as below:

Date : 24<sup>th</sup> – 25<sup>th</sup> November and 2<sup>nd</sup> December 2012  
Time : 9:00am – 5:00pm  
Venue : SJAM Penang Headquarters  
Course Fee : RM100/pax  
No. of participants: limited to the first 20 eligible participants

Eligible candidate:

- i) Members of SJAM
- ii) Aged 18 years and above
- iii) Must have a valid Basic First Aid certificate
- iv) Must have a valid Advance First Aid certificate, obtained no less than 3 months before the course

Target participants:

- i) Members / Officers with an interest to become First Aid Trainers
- ii) First Aid Trainers whom are due for re-accreditation / expired licence

Existing trainers who are interested to update their teaching skills/knowledge may also attend the course. In fact, you are encouraged to sit in and to share your experience with our participants.

Attached herewith the registration forms and further details on the SJAM First Aid Trainers Course. Additional information will be made available on [www.sjampenang.org.my](http://www.sjampenang.org.my) and the Facebook page of "St. John Ambulance of Malaysia, State of Penang".

Closing date of registration is 31<sup>st</sup> October 2012. For additional information, please contact Dr. Tan Kean Chye ([tkchye@yahoo.com](mailto:tkchye@yahoo.com)) or Mr. Ooi Ban Lock (016-4709373).

Thank you.

I remain,  
**For the Service of Mankind**

(Dr. TAN KEAN CHYE)  
State Medical Officer,  
St. John Ambulance of Malaysia,  
State of Penang.

c.c

1. State Commander, SJAM, Penang
2. Deputy State Commander, SJAM Penang
3. State Honorary Secretary cum State Superintendent (Operations), SJAM Penang

**ST. JOHN AMBULANCE OF MALAYSIA**  
**STATE OF PENANG**  
**SJAM First Aid Trainers Course**  
Date: November 24-25, December 2, 2012  
**COURSE REGISTRATION FORM** (Closing date: 31 October 2012)

Name: \_\_\_\_\_ Gender:  Male  Female

\_\_\_\_\_ IC No: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\*\*E-mail (Compulsory) \_\_\_\_\_ Contact No: \_\_\_\_\_

Occupation: \_\_\_\_\_

Food Requirement:  Vegetarian  Non-Vegetarian

*\*\*It is important to provide a valid email address, as you will be contacted via email.*

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The following section must be completed:

Position in SJAM: \_\_\_\_\_ Ranking: \_\_\_\_\_

Division: \_\_\_\_\_ Area: \_\_\_\_\_ State: \_\_\_\_\_

Date of passing Basic First Aid: \_\_\_\_\_ (Please attach copy of certificate)

Date of BFA Re-exam (latest): \_\_\_\_\_ (Please attach copy of certificate)

Date of passing Advanced First Aid: \_\_\_\_\_ (Please attach copy of certificate)

**Payment / Registration:**

Kindly ensure that all details in the registration form are properly filled up and also attached a copy of the necessary certificates. Incomplete forms/documents will not be processed.

Registration form (together with documents) can be submitted via the following:

- Scan and email to [tkchye@yahoo.com](mailto:tkchye@yahoo.com)
- Submit to SJAM Penang Headquarters

**The closing date for registration is 31<sup>st</sup> October 2012.**

All correspondence and registration forms to be addressed to:

First Aid Trainers Course  
Wisma St. John Ambulans, Pulau Pinang.  
24-A, Jalan Grove, 11400 Pulau Pinang.  
Tel. No: 04-8285972 Fax No: 04-8293334  
Email: [tkchye@yahoo.com](mailto:tkchye@yahoo.com)

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Signature of Applicant



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### St. John Ambulance of Malaysia, State of Penang First Aid Trainers Course (Tentative Program)

#### Day 1 : 24<sup>th</sup> November 2012 (Saturday)

Time	Activity	Topic	Instructor / Facilitator
1000 – 1030		Registration	Mr. Ooi Ban Lock
1030 – 1100		Briefing	Dr. Tan Kean Chye
1100 – 1200	Lecture	The Learning Process	Dr. Teo Aik Howe
1200 – 1245	Lecture	Visual Aids	Dr. Tan Kean Chye
1245 – 1345		Lunch	
1345 – 1430	Lecture	Lesson plan – The Beginning	Dr. Liew Yueah Cin
1430 – 1530	Lecture	Lesson plan – The Main Body & Ending	Dr. Liew Yueah Cin
1530 – 1600		Tea break	
1600 – 1730	Group work	Preparation for lesson plan (group work)	Dr. Liew Yueah Cin / Mr. Ong Seng Huat
1730		Adjourn for the day	

#### Day 2 : 25<sup>th</sup> November 2012 (Sunday)

Time	Activity	Topic	Instructor / Facilitator
0900 – 1000	Lecture	Presentation Techniques	Mr. Ong Seng Huat
1000 – 1030		Morning tea	
1030 – 1130	Lecture	Conducting Skills Sessions	Mr. Teh Kwan Liek
1130 – 1300	Practice	Practice of teaching practical skills	Mr. Teh Kwan Liek
1300 – 1400		Lunch	
1400 - 1600	Practice	Trial Presentation	Mr. Ooi Ban Lock
1600 - 1630		Briefing and Q&A session	Dr. Tan Kean Chye
1630		Adjourn for the day	

#### Day 3 : 2<sup>nd</sup> December 2012 (Sunday)

Time	Activity	Topic	Instructor / Facilitator
0900 – 0945	Exam	Theory Assessment	All assessors
0945 – 1015		Preparation of assessment and Morning Tea	
1030 – 1230	Exam	Assessment	All assessors
1230		Feedback from assessors and Closure	All assessors

\*this is a tentative program only, subjected to change.