

# MEDICAL BOARD

## GENERAL GUIDELINES AND PROCEDURES

### 1. ADULT FIRST AID EXAMINATION

- Corps to conduct and complete the AFA Courses according to the syllabus.
- Corps to complete and submit the Zone 6 First Aid Examination Registration Form by **01 May** via e-mail to Zone 6 Medical Board at :

**medical@stjohnzone6.org**  
(For Official Business Only)

- Corps will be notified via e-mail once an Examination has been confirmed and scheduled.
- Corps is to follow the guidelines from the Ministry of Education (MOE) on the Prevention of SARS before sending the candidates for Examination. Do not allow any candidates who are sick to attend the Examination.
- Candidates are to be in proper dress code (school T-shirts and Track Pants) and good turn-out. *\*No shorts and slippers are allowed\**
- Candidates are to bring along **1 Triangular Bandage** during the Examination.
- The Zone Medical Board reserves the rights to bar any candidates from taking part in the Examination if they failed to meet the requirements.
- Corps with Corps Surgeons can register their own class through the National St John Headquarters (NHQ) and ask the Corps Surgeons to conduct the examination.
- Corps will liaise directly with NHQ for the submission of results and collection of certificates. Need not notify the Zone Medical Board.

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### 2. ADULT FIRST AID RE-EXAMINATION

- Zone Medical Board will announce the date of the AFA Re-Examination to all Corps via e-mail once it is scheduled.
- Candidates are to adhere to the guidelines from the Ministry of Education (MOE) on the Prevention of SARS before coming to the Re-Examination. Advise candidates who are sick not to attend the Re-Examination.
- Candidates are to be in proper dress codes (smart casual with pants) with light or no make-up as Cardio Pulmonary Resuscitation (CPR) could be tested.  
*\*No shorts and slippers are allowed.\**
- The Zone Medical Board reserves the rights to bar any candidates from taking part in the Re-Examination if they failed to meet the requirements.
- Corps with Corps Surgeons can conduct their own Re-Examination and submit the completed BF 11 (in duplicates) **to the Zone Medical Board** before **31 August** for endorsement by the National St John Headquarters (NHQ).
- Due to the busy schedules of the Surgeons, the Zone Medical Board reserves the right to hold the AFA Re-Examination only once per year without scheduling another Re-Examination for those who were absent.
- Those who were absent could ask their Corps Surgeon to conduct the AFA Re-Examination for them.
- Once the Re-Examination has been completed, the completed BF11 (in duplicates) must be submitted to the Zone Medical Board **before 31 August** for endorsement by the NHQ.

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### 3. BASIC FIRST AID EXAMINATION

- Corps to conduct and complete the BFA Course according to the syllabus.
- Corps to complete and submit the Zone 6 First Aid Examination Registration Form by **01 May** via e-mail to Zone 6 Medical Board at :

**medical@stjohnzone6.org**  
(For Official Business Only)

- Corps will be notified via e-mail once an Examination has been confirmed and scheduled.
- Corps is to follow the guidelines from the Ministry of Education (MOE) on the Prevention of SARS before sending the candidates for Examination. Do not allow any candidates who are sick to attend the Examination.
- Candidates are to be in proper dress code (school attire, track pants for female candidates) and good turn-out.
- Candidates are to bring along their own stationeries during the Examination.
- The Zone Medical Board reserves the rights to bar any candidates from taking part in the Examination if they failed to meet the requirements.
- Corps with Corps Surgeons can register their own class through the National St John Headquarters (NHQ) and ask the Corps Surgeons to conduct the examination.
- Corps will liaise directly with NHQ for the submission of results and collection of certificates. Need not notify the Zone Medical Board.

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### 4. BASIC FIRST AID RE-EXAMINATION

- The Zone Medical Board will announce the period of the BFA Re-Examination to all Corps via e-mail.
- Corps will reply the Zone Medical Board with the following information :  
(i) Date of BFA Re-Examination      (ii) Venue of BFA Re-Examination
- Zone Medical Board will e-mail a set of the BFA Re-Examination Papers with the answers for the year to Corps Teacher-in-charge's MOE E-mail address.
- Corps will schedule and conduct the BFA Re-Examination with the Examination Papers. The Corps Re-Examination Presiding Examiner **must** be a **Commissioned Officer** or a **Teacher-in-charge**.
- All Re-Examination Answer Sheets will be marked **only** by the **Teachers-in-charge** or **Corps Staff Officers**.
- All Re-Examination Answer Sheets must be kept in the Corps till the next Re-Examination for audit purposes.
- Corps will send the completed **duplicate copies** of **BF 11** signed by the Corps Superintendent/Corps Officer-in-charge on the line '*Officer-in-charge*' and leaving the '*Examiner*' column **blank** to the Zone Medical Board **before 31 August** at :  

Zone Medical Board  
Zone 6  
St John Ambulance Brigade  
National St John Headquarters  
420 Beach Road  
Singapore 199582
- The Zone Medical Board reserves the right to detail an officer to preside over the Re-Examination or audit the Re-Examination Answer Sheets when it deem necessary to do so.
- Corps failing to submit the BF11 (in duplicates) for endorsement by NHQ would cause the members not being graded 'Efficient' for the year.