First Aid Student Team position description

Role overview

The UBC First Aid Student Team (FAST) is a student leadership program of UBC students who provide first aid coverage at UBC-Vancouver community events and facilitate educational outreach for campus groups about first aid, health and safety. All team members are certified in Standard First Aid + CPR-HCP by the Canadian Red Cross and practice their physical, mental health and substance use first aid skills with ongoing, weekly training.

Organizational Relationship

The team works under the direct supervision of the Health Promotion Specialist (HPS) and receives direction from staff at Health Promotion and Education and Student Health Service. With the support of Campus & Community Planning, the team work in partnership with many campus units including UBC Recreation, Risk Management Services, and Residence Life.

Primary Functions

1. Deliver exceptional first aid service to the campus community by attending events.

As a student leader and first aid provider, members are expected to:

- Work in a team setting to provide first aid coverage at campus events including: sports, parties, celebrations, fitness events, etc.
- Treat a variety of physical first aid injuries and issues, ranging from non-urgent incidents (eg. minor wounds) to life-threatening emergencies (eg. cardiac arrest and overdose) within Standard First Aid Scope of Practice. In an emergency, team members will provide care until arrival of an ambulance or higher trained professional.
- Learn and practice additional first aid skills, including mental health and substance use first aid
- Engage in weekly trainings and support to fellow team members to excel within SFA scope of practice
- Provide health-related education and outreach through campus partnerships and events (eg. Imagine Day, Residence Life, AED awareness booths, etc)
2. Work effectively on one of the following teams to contribute to the ongoing operations of the program.

All members will participate as an active member in one of four teams (Operations & Promotions Team, Training Team, Education & Outreach Team, and Equipment Team).

Team descriptions provided below.

**Operations Team**

- Meet with team members weekly to plan and execute team functions
- Receive event requests from campus community partners and recruit members to staff events
- Follow up with campus community partners after event coverage to seek feedback to improve future operations and services
- Use tools to effectively track member details and first aid coverage time commitments
- Notify members staffing an event about event coverage details
- Promote FAST and its services at events and through community partners throughout the year
- Assist with team promotion by boothing around campus and educating members of the community about our services, as well as recruiting for the following year’s team
- Engage in professional development on organizational and operations best practices

**Training Team**

- Meet with team members weekly to plan and execute team functions
- Plan and deliver weekly first aid training sessions to all program members, using a variety of teaching/learning strategies and education methods
- Integrate feedback from group and individual evaluations and run debrief sessions of first aid event coverage in weekly trainings
- Monitor the performance of all program members, recommend and implement strategies for continued education and development of teamwork skills
- Engage in professional development on teaching and education best practices

**Education & Outreach Team**

- Meet with team members weekly to plan and execute team functions
- Educate the campus community on the topics of first aid, substance use, health and safety through facilitation of workshops and presentations
- Collaborate with team members to edit and create workshops surrounding first-aid topics
- Plan and execute outreach events (eg. AED booths, overdose awareness booths) for the UBC campus community
- Create promotional and educational resources to distribute at events
- Engage in professional development by learning new facilitation and communication skills

**Equipment Team**

- Meet with team members weekly to plan and execute team functions
• Maintain response kits to ensure first aid providers are properly equipped for coverage at events throughout the year
• Keep inventory to ensure stock of emergency supplies are properly maintained and securely stored
• Prepare and maintain paperwork (First Aid forms) before and after event coverage
• Create equipment orders within assigned budget
• Plan and provide equipment orientations and education to team members throughout the year

3. Role model outstanding student leadership on campus:

As a student leader at UBC, FAST members are expected to:

• Embrace the role of a student leader and representative of the team on campus
• Uphold UBC’s Respectful Environment Statement as a responsible member of the UBC community
• Understand the role that the program plays within a larger scope of leadership and wellbeing on UBC’s Vancouver campus
• Grow and develop as a leader by actively participating in opportunities for growth, including through professional development workshops, sharing experiences with others, etc.
• Other duties as assigned

Time commitments

Important Dates: Mandatory training for the 2019-2020 academic year.

If offered a position as a member of this team, all training sessions are mandatory so that you can fulfill the responsibilities of the role.

Intake Meeting: Tuesday, March 19, 2019, 2019 - 4:30 - 6:00 PM
Spring Welcome: Leadership development day for all UBC student leaders, Saturday, March 23, 2019 – all day
Team Orientation Part 1: Friday, April 26, 2019, 5-8 pm
Peer Program Launch & Learn: Student Leadership Development Day, Sunday, September 1, 2019 – all day
Standard First Aid Training (2 days): Saturday, September 7th & Sunday, September 8th, 2019 – all day
  • Team members must maintain a minimum certification of Canadian Red Cross Standard First Aid and CPR at all times while participating in the program. Training will be provided for those who are invited to join the team but do not have this level of certification.
  • Members without SFA & CPR-HCP will complete the course as a team on Saturday, September 7th & Sunday, September 8th, 2019 as a team. If members cannot attend these dates, they will obtain this training at their own cost.
Returning members with current qualifications or new members with existing qualifications will not need to attend these dates.

**Team Orientation Part 2:** Sunday, September 15, 2019 – all day

**Regular Meetings**

Team members will be trained in relevant first aid and leadership topics and will be expected to learn and practice skills as a first aider and educator. Trainings occur on an ongoing weekly basis throughout the academic year (September to April) for members to develop and refine their skills. Specific topics include physical first aid, mental health first aid & suicide prevention, substance use and overdose first aid, supporting students in distress, and sexual assault education.

**Term 1:** Every Tuesday from 4:00 – 6:00 PM, beginning September 10 until November 26, 2019

**Term 2:** Every Tuesday from 4:00 – 6:00 PM, beginning January 7 until April 7, 2020

Please note: Successful applicants will be asked to clear their schedule of classes or other commitments during the dates and times of the mandatory training in order to fulfill the requirements of this volunteer position. Should a member be unable to fulfill any aspects of the required training at any time of the year, they will be asked to withdraw from the program.

**Weekly Commitment**

The commitment to this program is expected from March 19, 2019 – April 30, 2020, with an opportunity to volunteer during the summer sessions before and after the 2019-2020 school year (depending on availability of the members).

A contribution of **6 hours per week** is expected from team members as follows:

- 2 hours of mandatory weekly training (Tuesdays 4:00-6:00 pm)
- 1-2 hours of weekly team meeting and team-specific responsibilities
- 2-3 hours of providing event coverage as a first aider
  - Note: Events primarily occur late in the evenings and on the weekends; availability for these times is an asset.
  - Minimum 25 hours (per term) of first aid event coverage are expected for each team member

Please note: Preference will be given to those who are able to commit to two years to the team (March 2019 – March 2021+), reliant on continued personal growth and good performance (as per the position description).

**Desired skills and experience**

Candidates are encouraged to apply regardless of their first aid experience and background. This is an excellent opportunity for those looking to work in a team setting to learn skills and leadership and contribute to the UBC community. The selection process for the program will balance the needs of the team and will take into account the diverse backgrounds of applicants.
• Prior experience as an effective member of an interdisciplinary team
• Strong verbal and written communication skills
• Prior experience demonstrating commitment to a volunteer or paid position
• Ability to work in a wide variety of situations as part of a team, in pairs, and as individuals
• Demonstrated ability to apply knowledge and theory into practice
• Interest in providing education and public speaking
• Ability to work in high-stress situations, adapt to unexpected events, problem solve, manage priorities, and effectively handle conflicts
• Physical ability to carry out the duties required of the position, including being able to carry a fully-stocked responder kit, as well as stooping, kneeling, and sitting in various positions to provide first aid
• Commitment to ethics, confidentiality, and privacy of individuals and of information, as well as ability to handle sensitive issues with tact and respect
• Considers the diversity of audiences and student populations
• Ability to balance and manage multiple priorities throughout the school year
• Prior first aid experience and certification is an asset, but is not required

Benefits of participating in this role

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• Gain transferable skills including interpersonal, communication and teamwork skills
• Develop leadership skills and build confidence as a student leader
• Develop and refine physical first aid and emergency response skills
• Develop and refine mental health and substance use first aid skills
• Develop skills in education and outreach on the topics of first aid, health & safety
• Engage with other student leaders who are also interested in first aid, health & safety
• Gain job-related skills and experience needed for academic programs
• Form new relationships on campus and be better connected to the UBC community
• Receive ongoing support and guidance from professional UBC staff

An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We highly encourage applications from members of groups that have been marginalized on any grounds including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

Contact information for questions

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