



# 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 education for campus groups about first aid, health and safety. All team members are certified in Standard First Aid + CPR-HCP and develop and practice their physical, mental health and substance use first aid skills with ongoing, weekly training. FAST members contribute to student leadership and wellbeing on UBC's Vancouver campus.

## **Organizational Relationship**

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

## **Primary Functions**

### **1. Deliver exceptional first aid service to the campus community at events**

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

- Engage in weekly trainings and support to fellow team members to excel within Standard First Aid – CPR-HCP scope of practice
- Work in a team setting to provide first aid coverage at campus events including: sporting events, parties, celebrations, fitness events, etc.
- Treat a variety of physical, mental health and substance use first aid injuries, issues and concerns; ranging from non-urgent incidents to life-threatening emergencies within Standard First Aid scope of practice. In an emergency, team members will provide care until arrival of an ambulance.

### **2. Provide first aid, health & safety related education and outreach at UBC**

Some examples include: Substance use & overdose first aid workshops; AED awareness booths; First Aid skills booths

### **3. Work effectively on one of the following teams to contribute to the ongoing operations of the program:**

All FAST members are expected to participate as an active member on one of the following teams:



### **Operations & Promotions Team**

- Receive and process event requests from campus community partners and recruit FAST members to staff events
- Promote FAST and its services at events and through community partners throughout the year

### **Training Team**

- Plan and deliver weekly first aid training sessions to all FAST members, using a variety of teaching/learning strategies and education methods

### **Education & Outreach Team**

- Educate the campus community on the topics of first aid, substance use, health and safety through facilitation of workshops, presentations and booths

## **4. Engage in and role model 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 FAST on campus
- Uphold UBC's Respectful Environment Statement as a responsible member of the UBC community
- Grow and develop as a leader by actively participating in trainings and professional development
- Other duties as assigned

## **Time commitment**

**Mandatory training dates** for the 2020-2021 academic year.

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

**Intake Meeting:** Tuesday, March 24, 2020 - 4:30 - 6:00 PM

**Spring Welcome:** Leadership development day for all UBC student leaders  
Saturday, March 28, 2020 – 9am to 4pm

**Team Orientation Part 1:** Core training for all FAST members  
Thursday, April 30, 2020, 9am-12pm

**Peer Programs Launch & Learn Day:** Student leadership development day  
Sunday, September 6, 2020 – 9am to 4pm



**Standard First Aid Training – CPR-HCP (2 days)**

Thursday, September 3rd & Friday, September 4th, 2020 – all day

- All team members must maintain a minimum certification of Standard First Aid and CPR-HCP at all times while participating in the program.
- Training will be provided on September 3<sup>rd</sup> and 4<sup>th</sup> for those who are invited to join the team but do not have this level of certification.
- If members cannot attend these dates, they will obtain this training at their own cost.
- All Training Team members also attend this session.
- Returning members with current qualifications or new members with existing qualifications will not need to attend this session.

**Team Orientation Part 2:** Core training for all FAST members

Saturday, September 12, 2020 – 9am-5pm

**Student Leadership Conference (optional):**

Saturday, January 9, 2021 – 9am to 4pm

**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 15 until November 24, 2020

**Term 2:** Every Tuesday from 4:00 – 6:00 PM, beginning January 5 until April 6, 2021

**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 24, 2020 – April 30, 2021, with an opportunity to volunteer during the summer sessions after the 2020-2021 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

Preference will be given to those who are able to commit to two years to the team (March 2020 – March 2022+), 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 first aid, education and leadership skills 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.

*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.*

- Prior experience as an effective member of a team and working autonomously
- Prior experience demonstrating commitment to a volunteer or paid position
- Demonstrated ability to apply knowledge and theory into practice
- Interest in providing first aid, health and safety education and outreach
- 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**

- 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
- Form new relationships on campus and be better connected to the UBC community
- Receive ongoing support and guidance from professional UBC staff