First Aid Student Team position description

Role overview

A student leadership program made up of UBC students who provide first aid coverage at UBC-Vancouver community events and facilitate educational outreach on first aid, health and safety. All team members are certified in Standard First Aid + CPR 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 and fitness events and parties
- 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
- Provide and support to fellow team members to excel within SFA scope of practice
- Act as a health resource person and provide health-related educational outreach through campus outreach and events (eg. Imagine Day, Residence Life partnerships)

2. Work effectively on the following teams to educate about first aid, health & safety and contribute to the ongoing operations of the program.
All members will participate as an active member in one of four teams (Operations and Promotions Team, Training Team, Education and 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 electronic tools to effectively track member details and first aid coverage time commitments
- Promote the team and its services at events and through community partners
- Assist with team promotion & recruitment for the following year
- 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 team skills
- Engage in professional development on training and education best practices

**Education & Outreach Team**

- Meet with team members weekly to plan and execute team functions
- Facilitate and educate the campus community on the topics of first aid, health and safety through workshops and presentations
- Plan and execute outreach events (eg. AED project) 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 program members throughout the year
3. Role model outstanding student leadership on campus:

As a student leader at UBC, 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.
- Have the opportunity to represent the team as a Peer Programs Ambassador
  - This role connects with fellow senior student leaders in other peer programs to create recognition and a sense of community for all Peer Programs students
  - Students will join the Ambassadors at the discretion of the team coordinator
- Other duties as assigned

Time commitments

Important Dates:

Mandatory training for the 2018-2019 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 20, 2017 - 4:00 - 6:00 PM

**Spring Welcome:** Leadership development day for all UBC student leaders, Saturday, March 24th, 2017 – all day

**Team Orientation Part 1:** Wednesday, April 25, 2018, 5-8 pm

**Standard First Aid Training (2 days):** Thursday, April 26 & Friday, April 27, 2018.

- 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 will complete the course on Thursday, April 26 & Friday, April 27, 2018.
- Returning members with current qualifications, or new members with existing qualifications will not attend these dates

**Peer Program Launch & Learn:** Student Leadership Development Day, Sunday, September 2, 2017 – all day

**Team Orientation Part 2:** Saturday, September 8, 2017 – 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 11 until November 27, 2018

**Term 2:** Every Tuesday from 4:00 – 6:00 PM, beginning January 8 until April 2, 2019

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 20, 2018 – April 30, 2019, with an opportunity to volunteer during the summer sessions before and after the 2018-2019 school year (depending on availability of the members).

A contribution of 6-7 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 and/or educator
  - Note: Events primarily occur late in the evenings and on the weekends; availability for these times is an asset.
  - Minimum 20 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 2018 – March 2020+), reliant on continued personal growth and good performance (as per the position description).

Desired skills and experience

All candidates who demonstrate a willingness to learn about leadership and contribute to the UBC community will be considered. Candidates are encouraged to apply regardless of their first aid experience and background. 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

Being a part of this team has given me an amazing opportunity to engage in first aid care, build professional skills, educate my peers, and ultimately have fun! The close-knit team environment has been by far my favourite aspect of being a team member. Geoffrey, Current member

This team has helped me build confidence in myself and my abilities. The friendships I have made and the leadership skills I have developed, make the program an invaluable part of my undergrad experience. Raheesa, Current member

I had no experience with first aid or student leadership going into this team but it became the thing I looked forward to every week. I’ve learned so much about working with and helping other students and I would absolutely do it again. Annalise, Current member

Contact information for questions

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