



# Erindale College Special Response Team

## Volunteer Information



**Please Read the Following Carefully Before Applying**

### Team Summary:

The Erindale College Special Response Team (ECSpeRT) is a division of St. John Ambulance located at the University of Toronto at Mississauga (UTM). ECSpeRT is a team of volunteer Medical First Responders (MFRs) who provide first aid coverage to all students, staff, and visitors of the UTM campus. ECSpeRT provides on-call first aid coverage on campus, which currently runs from 8 AM to 10 PM when classes are in session, as well as overnight coverage from 10PM to 8AM five days a week Monday through Friday when the University is open. ECSpeRT also provides event coverage to UTM affiliated clubs/societies/organizations when requested (Ex: Frosh week, sporting events, formals, pub nights and more!)

### Position Title and Description: Observer/Standard First Aider

Observers attend calls for service on the UTM campus with ECSpeRT MFRs and assist with patient treatment, handling of equipment, and report writing. This is an entry level position with ECSpeRT, as it allows for new members to learn from on-call and training experiences, and become a part of the team as they transition towards entering the Medical First Responder course.

### To Be Considered:

- Must be at least 16 years of age
- Must be a student, staff, or alumni at UTM
- **Must complete Standard First Aid (SFA) with CPR C +AED with St. John Ambulance (You can still apply to ECSpeRT without having your certificate! We can help you find a course)**
- **All programs/backgrounds/levels of experience and year of study are welcomed! You do not have to be in the sciences to apply to our team. We welcome first year students!**

### Desirable Skills: (HINT: these may be traits you want to address on your resume and questionnaire)

- Strong team working skills
- Ability to problem solve in stressful situations
- Ability to comfort those in distress
- Has self-confidence
- Dedicated to learning new skills
- Familiarity with the UTM campus/geography
- Strong time management skills

## **Required Duties:**

Below are the **minimum** required duties of an Observer on ECSpeRT. (Duties increase with MFR status):

- Provide minimum of four blocks of on-call availability a week (each block is 3-4 hours), and are scheduled for one a week
- Provide minimum of 2 days overnight availability per month, and are scheduled for one
- Complete 10 event hours per calendar year
- Attend all bi-weekly training sessions
- Be able to abide by ECSpeRT uniform protocols
- Consistently improving first aid knowledge and skills in preparation for becoming an MFR

Please see the FAQ section below for further explanation of the required duties!

## **Recruitment Process:**

- Submit the ECSpeRT Questionnaire (only last two pages of this document) and a resume to our email: [\*\*recruitment.ecspert@gmail.com\*\*](mailto:recruitment.ecspert@gmail.com)
- Desirable candidates will be contacted for an interview
- If successful in the interview, candidates will be given a conditional acceptance to our team, with the condition the application package is completed properly and promptly. Application package includes Police Vulnerable Sector Check, membership agreement and fee, references, SFA certification, and more. (Our executives will help you step by step through this process)

## **FAQs**

**About On-Call Shifts:** On-call hours are 8AM-10PM Monday-Friday. Availability can be provided during any shift that fits your schedule! During your on-call shift you must be in proper uniform and remain in the ECSpeRT office in case a call for service comes in. (You can of course go to the washroom and grab lunch during your shift!) During your on-call shift if there are no calls for service, you are free to study, socialize in the office, play board games, eat a meal, practice first aid skills, and more. You just need to be able to drop everything you're doing if the phone rings.

**About Overnight Shifts:** Overnight shifts are from 10PM-8AM Monday-Friday. You stay the night in the ECSpeRT office, Student Centre room 250, with the rest of your team (usually around 3-4 people, co-ed). We have plenty of spaces to sleep (cots and sofas), and like on-call shifts, at any time during the night if the phone rings, we are ready to respond to a call on campus with Campus Police. You have to provide two days of availability a month, but that doesn't mean you will do an overnight every single month.

**About Event Shifts:** ECSpeRT often covers events on campus during the week, on weekends, and during the summer. You will not be in the ECSpeRT office for this coverage, but at the event (EX: in the RAWC gym, the south field etc). Events can be on or off campus and transportation is provided by the organizers if they're off campus.

**About Trainings:** Every other week ECSpeRT has training sessions for all of their members. The trainings are mandatory and are up to 3 hours long. They are held on campus in lecture halls where you complete theoretical and practical review of first aid skills.

### **About ECSpeRT Uniform:**

For Observers the below uniform is required to be worn during duty:

- Black collared shirt tucked in (issued prior to your first shift)
- Black dress pants with pockets
- Black belt
- Black shoes with no visible logos and no heel, and black socks
- Wrist watch, pen, and gloves
- Religious head coverings can be worn but must be in the ECSpeRT colors (red, black, or white)

### **Where do I get my Standard First Aid with St. John Ambulance?:**

ECSpeRT runs courses on campus after recruiting to allow for their new members to become certified, prices for courses can be found on our website. ECSpeRT can also help you find a course off campus near you that fits your schedule. The certification **must** be with St. John Ambulance. Certifications with other organizations like Red Cross and Life Saving Society are not accepted.

### **How do I Become an MFR?:**

ECSpeRT executive team selects observers to participate in the MFR course based on their dedication to the team and skill level. Observers are also required to complete written and practical tests once a semester. Your results on these tests, as well as your dedication level, will be deciding factors of whether you are selected to become a Medical First Responder. The course is five days long and includes multiple written and practical tests to pass, but every member in the course is assigned a mentor to help them every step of the way.

### **Does ECSpeRT offer CCR?:**

Yes we do! CCR is approved annually and observers must meet the minimum requirements mentioned above, and have a positive conduct record with ECSpeRT to ear CCR (i.e always is on time, doesn't miss shifts, attends all trainings, acts in a professional manner.) You can be approved for all and any positions you hold on the team if you are promoted to MFR status or become an executive, which have different requirements.



### **I have more questions, who can I ask?**

Check out our social media pages and send us a message:



Instagram/Twitter: **@utm\_ecspert**  
Facebook: **@ECSpeRTUTM**  
Website: **ecspert.ca**

Stop by our office and ask one of our members: **Student Centre Room 250**  
Send us an email: **ecspert.sja@gmail.com**



## Erindale College Special Response Team (ECSpeRT) Volunteer Applicant Questionnaire

Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

1. Current year of study at UTM (at the time of application).  
 1  
 2  
 3  
 4 +
  
2. Are you a:  
 Full-time Student  
 Part-time Student
  
3. How many more years of study do you have at UTM? (Not including the current year.)  
 3 or more  
 2  
 1  
 0 (ie. Graduating, transferring)  
 N/A (ie. Alumni)
  
4. Have you read the ECSpeRT Volunteer Information Sheet?  
 Yes  No
  
5. Is your resume attached to your submission?  
 Yes  No
  
6. Do you have St. John Ambulance Standard First Aid (CPR Level C + AED)?  
 Yes  No
  
7. ECSpeRT observers are asked to provide a minimum of four blocks of on-call availability a week (each block is 3-4 hours), and are scheduled for one a week. All members are also required to attend 3-hour biweekly mandatory trainings. Will you be able to commit to these requirements?  
 Yes  No
  
8. As a part of ECSpeRT's 24-hour, 5-day a week coverage, you will be required to submit two nights of availability every month, and will be scheduled for one. Would you be able to fulfill this requirement?  
 Yes  No

9. The observer uniform at ECSpeRT consists of black dress pants with a black collared shirt, a black belt, black shoes without any labels or logos, and a wristwatch. Religious head coverings can be worn but must be in the ECSpeRT colors (red, black, or white). Would you be able to comply to this policy?

Yes  No

10. What are your reasons for joining ECSpeRT?

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11. What skills or qualities do you have that could benefit our team?

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12. St. John Ambulance is a non-profit organization that is recognized internationally, not just at UTM. What is their mission statement? (You may need to look this one up!)

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13. Where did you hear about us?

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14. What are your personal goals in ECSpeRT and what do you hope to gain as far as advancement and training are concerned?

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Signature

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Date (DD/MM/YY)