



REPORT

From the office of the...

EFRT Program Director

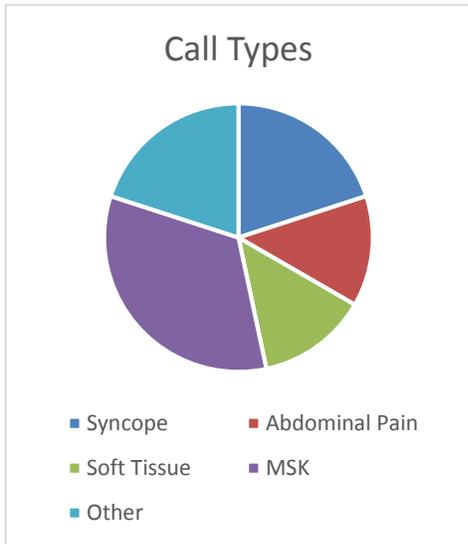
TO: Members of the Executive Board
FROM: Samantha Aung
SUBJECT: EFRT Report 1
DATE: Tuesday June 5th 2018

YEARPLAN UPDATE

Currently I am working on developing my year plan for the VP administration and the Executive Board. As a second year PTM I plan on using my experience as a means to more critically examine the decisions and choices made by the service and hope to be able to put in place some more established standards for the team that can be carried out in future years. Some highlights of initiatives that I hope to bring to the team in the next year include:

- Rewriting of the team call report system: Updating the >10 Year old reporting system that we have in place to be more accessible and to use less paper. Some features that will be important include automatic backups, responder call report recall, call-type based reports, spellcheck, and an incident reporting system integrated in the call reports.
- This summer my summer executive team has already started planning a Summer Inter-Team Training to have teams from across Ontario come to Mac for a 1 day first response training and fun day! We are hoping to get people who are in Hamilton or the GTA over the summer to come out and listen to guest speakers, attend workshops, and participate in a fun relay to help improve skills through a fun summer event
- Improve off campus responding opportunities and create an event protocol: EFRT is occasionally contacted to provide extra medical coverage to events both on and off campus. Some examples of these events include Dundas Buskar and Cactus Fest, PACE walk for the cure, convocation and more. I want to create system for other to access EFRT's services for these events as well as establish a rate for paying responders. In addition, due to medical directives EFRT is not allowed use certain equipment and supplies off-campus so I hope to better establish what responders can do at events for clarity in direction.

SERVICE USAGE



This month the service has received 17 calls which is a bit higher in comparison to the 13 received last year. Calls are broken down as seen the chart below.

The team activated EMS 4 times in the past month which again is typical to what has been seen in previous years.

PAST EVENTS, PROJECTS & ACTIVITIES

For the start of the year the EFRT has gotten a fresh coat of paint in the office. Using funds saved from the previous year and donations from team members and their families for supplies, we have a new fridge, and the old fried we were able to donate to Bread Bin, couch and some small organizational things to

help make the office a more organized space. The below are some photos of the space. Please excuse the mess as we are still cleaning.



UPCOMING EVENTS, PROJECTS & ACTIVITIES

As mentioned above the summer executive team is hard at work to plan our "S.I.T.T." day for responders. This involves contacting alumni speakers, booking spaces and getting estimates on food and more. We are hoping to have registration for the event open in the next week and are hoping for a goal number of 50 responders attending.

In addition, the year executive team is preparing for an annual application process starting in August. We are looking to change the current interview process as we interviewed 160+ candidates last year which was taxing on both the members of the team as well as made Orientation a lengthy process of candidates. The implementation of a separate first aid test to screen candidates has been suggested and the team is working hard to make sure it is fair to candidates and that it will be promoted appropriately.

BUDGET

The EFRTs annual summer budget request has been submitted to the university for the 2018 year and is awaiting approval of the VP administration. This month's finances are on track in accordance with previous years with summer "perks" such as meal plans and parking for summer responders been already purchases. Some unexpected expenses that will be upcoming are the payment for repairs of the radios due to issues in communication as well as the purchase of an additional radio for our new executive team member. Proposals are being brought to the VP finance to be escalated to the executive board as needed.

VOLUNTEERS

Executive Team Members

May contained the loss and rehiring of a new Assistant Director. This role was created last year to help fill the need of a paid role to run EFRTs first aid courses. The member in the role was unable to continue due to acceptance into professional school and a new director has been hired to fill that place and is currently transitioning into their new role. This movement has also opened up another spot within the EFRT executive team and we are currently working on filling a vacancy in the scheduling coordinator role for the school year. Additionally, The EFRT has summer executive team is working hard at running shifts and preparing for the new school year. In addition, they will be working on the initiatives mentioned throughout this report.

Summer Responders

Throughout the summer EFRT operates from 9:00am to 5:00pm. This allows us to provide coverage to campus during it's busiest times as well thought-out the summer. Due to fewer responders being available in the summer a larger summer executive team takes on the bulk of the responding with some part time responders covering shifts. To appreciate the effort put in by those people an honorarium and summer perks such as meal plans are given to responders through the funding received by the university.

CURRENT CHALLENGES

The largest challenge presented to the EFRT within the past month is the limited number of responders able to run shifts throughout the summer. Aside from the seven summer executives serving as the core group of summer responders, there remain only four other responders who have volunteered for one or more shifts within the past month. The summer executive has done a fantastic job at supporting one another to keep team morale high, and thus further emphasis will be placed on improving volunteer appreciation in the coming months to support these responders.

SUCSESSES

As mentioned above we are excited by the revamping of the EFRT space to make it more comfortable for responders and patients. Despite challenges listed above and the reshuffling of the executive team there is a lot of new ideas that the summer and year executive team are working on implementing. This excites me for all the possibilities in the new year and as we prepare for

the summer and school year, I am enthusiastic about all the possibilities to come.