



## SOUTH BURNETT FIRST AID VOLUNTEERS

### So You'd Like to be A Member

Congratulations and thank you, we hope that this information pack provides you with enough detail to see the benefits and expectations of joining South Burnett First Aid Volunteers (SBFAV). If you have any questions, please feel free to ask any of our team.

### Who We Are

We are members with a passion for supporting local community groups and organisations by providing quality first aid services. We come from a wide range of backgrounds (business, training, health care, IT, finance etc) but we share a common desire to help each other and support our local community groups.

President – Grant Geddes (phone 0408 623 841)

Secretary – Trent Wrayford (phone 0412 411 911)

Treasurer – Mistey Curran

Event Manager – Fiona Minett (phone 0438 761 468)



We are a member of the First Aid and Instruction Services group who provide our licenses, Group Management System, insurances and clinical accreditation.

### What We Do

SBFAV provide reliable, experienced and well-equipped first aid staff to relieve event organisers of concerns regarding injury or illness of patrons.

As a wholly independent subsidiary of FAIS, our volunteer licensed medics have extensive experience, receive the highest level of training, are licensed and fully insured.

South Burnett First Aid Volunteers Inc. is a not-for-profit Incorporated Association and all funds raised are re-invested in the maintenance & upgrading of equipment and the training of our volunteer medics.

### Where We Do It

We are proud to look after events in the greater South Burnett region. Our “customers” in the Sunshine Coast are varied but include schools, sporting clubs, Sunshine Coast Council major events and many other charitable associations. We also have sister organisations that cover Gympie, Toowoomba & South Burnett (with others coming online soon) and there are arrangements in place where there are opportunities to attend events in other areas.

### Member Expectations

There are 3 levels of membership within our structure:

- Support Member
- First Aid Member

- Licensed Medic

A First Aid Member holds a current Provide First Aid certificate (previously called Apply First Aid). If you do not hold this qualification one of our team members will be happy to discuss this with you as it is a minimum requirement for joining. A First Aid member operates under the direction of and is supported by a Licensed Medic at events.

If you want to become an accredited Licensed Medic you will need to complete additional training and attend one of the Licensed Medic courses. Health Care Professionals who are currently credentialed through employment may be fast tracked through this process.

You must also hold a current blue card (working with children) and we are happy to assist with your application if you do not have this. A blue card application can take several weeks to process and is often the major cause of delay in memberships being completed.

When you have completed these requirements you are then able to attend events and provide first aid within your scope of practice. It is expected that members will complete at least 50 event hours per year as this will help the group generate income to fund operations and create more awareness of SBFAV. No doubt it also provides an opportunity for you to practice and develop your first aid skills whilst working with other members of SBFAV.

Members are required to behave professionally, courteously and respectfully at all times. Discrimination or bullying of any type will not be tolerated.

## Training

Training will be conducted on the first Monday of each month at the SBFAV HQ (Murgon Training Centre), 60 McAllister Street, Murgon (next to Bowls Club) from 1800 until 2000. Whilst it is understood that you may not be able to attend every training session it is a requirement that you attend on a reasonably regular basis as this helps you maintain your accreditation level and it also allows you to learn and practice new skills. If this is a problem please discuss your situation with Trent.

Annual recertification of all members will be conducted by FAIS and attendance at one of these days is necessary to maintain your nationally recognised accreditation.

The group Management System is called MMS and new members are provided with log on details and systems training at the time of application to become a member.

## Uniform

Members will need to purchase a SBFAV shirt that identifies you as a First Aid Officer or Licensed Medic and it should be worn for all events, please ensure it is kept clean & tidy. The shirt should be accompanied by appropriate trousers/shorts (black) and enclosed shoes.

Members can also purchase other uniform items from the uniform catalogue as they wish. It is envisaged that in the future SBFAV will be able to supply a completed uniform to all members.

PPE equipment issued for events remains the property of SCFAB and must be returned.

## Equipment

SBFAV will provide all equipment required to complete the event. The equipment is to be treated with respect, returned in a clean & tidy state and only to be used for SBFAV events.

All Members have access to the group Management System (MMS, <http://mms.fais.training> ) and you should log on regularly so that you are updated with any information being shared about upcoming events, rosters and equipment required at an event, training topics and any specialised training that is necessary.

## “Licensed Medic” Training

At time of joining and as a First Aid member of SBFAV you will currently hold qualifications in,

- HLTAID001 Provide Cardiopulmonary Resuscitation
- HLTAID002 Provide Basic Emergency Life Support

To advance to Licensed Medic requires you to complete additional training and attend an advanced course run by FAIS, this will give you additional qualifications authorising you to use more equipment and administer additional medications. The program accredits you with the following National recognition,

- HLTAID006 Provide Advanced First Aid
- HLTAID007 Provide Advanced Resuscitation
- PUAEME005A Provide Pain Management

If you already hold these qualifications, you will still need to re-sit the training with our parent organisation (FAIS) however currently registered Doctors and credentialed Health Care Professionals may apply for RPL (APHRA number, QAS Certificate of Practice etc will be required).

Licensed Medic training and accreditation is scheduled 2 – 4 times per year (depends on demand) and currently costs \$300.00, however, it is envisaged that SBFAV once more financial will be able to cover this expense for their members who complete at least 50 event hours per year.

## Membership Pre-requisites

### Member Age

SBFAV require all volunteers to be 18+.

### Member Health Joining the Group

SBFAV require all volunteers to be able to undertake all expected first aid treatments, including continuous CPR for at least 5 minutes.

### Joining the Group

Please complete the SBFAV Application Form in this pack or at [www.sbfavi.com](http://www.sbfavi.com)

Before attending any events, SBFAV needs to hold a copy of your current Provide First Aid certificate, your CPR certificate and your blue card. If you do not have current qualifications, we suggest that you contact Trent Wrayford on 0412 411 911 or [sbfirstaidvolunteers@gmail.com](mailto:sbfirstaidvolunteers@gmail.com) who will be happy to help you.

Applications to join SBFAV are to be supported by two current members – one as proposer and a seconder.

### Blue Card

As we are often working with children you must have a current Blue Card (Working with Children) and SBFAV needs to hold a copy of this.

If you don't have a Blue Card you can apply for one (at zero cost) from the Qld Government by completing their form: <https://www.bluecard.qld.gov.au/pdf/forms/DJAG001-BC-Blue-card-application.pdf>



When completing your Blue Card application, please note the following:

Part A

Tick 'Volunteer'

Part B

- 1 South Burnett First Aid Volunteers
- 2 ABN 21 156 980 268
- 3 5 Nutt Street, Murgon QLD 4605
- 4 Grant Geddes
- 5 President
- 6 0408 623 841
- 7 sbfirstaidvolunteers@gmail.com

Part C

Tick 'Churches, clubs and associations'

Part D

Fill in your details

When completed, SBAV will need to confirm your identity and it is a requirement that we confirm:

- your completed form was signed in the presence of
- Your supporting documents have been sighted e.g.:
  - Driver's license/proof of age card
  - Medicare card etc.

<b>Membership Application</b>		
<b>Applicant Information</b>		
Name:		
Date of birth:	Phone:	Mobile:
Current address:		
City:	State:	Postcode:
Email:		
<b>Emergency Contact</b>		
Next of Kin:	Relationship:	
Address:		Mobile:
City:	State:	Postcode:
<b>Employment Information</b>		
Current employer:		
Occupation:		
<b>First aid qualifications</b>		
Qualification	Certificate Number	Expiry date
First Aid Certificate		
CPR Certificate		
Advanced First Aid Certificate		
Advanced Resuscitation Certificate		
Pain Relief Certificate		
<b>Signatures</b>		
I, _____, promise to abide by the South Burnett First Aid Volunteers Inc. Members Obligations.		
Signature of applicant:		Date:

Office use only		
Approved:	Commencement date:	Database:

