

Quick orientation for first aid duty contact persons

As a first aid duty contact person, you make it possible to provide aid in times of need

As a first aid duty contact person, you are responsible for coordinating your local first aid duty activities. You cooperate internally within the organisation with operators involved in first aid duty activities. Your duties include receiving and administrating first aid requests and appointing first aid duty managers.

It is possible to share the duties between two or more people, in which case you may coordinate first aid activities together. First aid duty coordination provides valuable experience in organising, management and networking.



Duties of first aid duty contact persons

Important:

- Receiving and administrating first aid requests within the Hupsis system.
- Assessing the first aid team's possibilities and resources to accept a first aid request.
- If there is a need for more resources in first aid duties, contacting other on-call staff (neighbour group function in Hupsis) or the district.
- Appointing the person in charge of first aid duties and helping them carry out a risk assessment and first aid plan.
- Preparing quotes for first aid services.
- Making first aid agreements with the maximum value authorised by the branch.
- Coordinating communications with the client and other parties.
- Recruiting or providing assistance in the recruitment of on-call staff for events.
- Preparing reports after the provision of on-call services and invoicing to the branch board, district and client.
- Maintaining statistics of the branch's on-call services (Hupsis generates this information automatically).
- Managing the quality assurance of on-call services and feedback with the team leader and branch board.

In this position, you will be supported by:

- The branch board and the volunteer in charge of the first aid team
- The district's staff members in charge of first aid and on-call services
- The headquarters' healthcare and health promotion planners

Start with these:

- Task-specific training: First aid duty administration training
- First aid duty quality guidelines
- First aid volunteer guide
- Instructions related to first aid activities
- Hupsis database
- FRC First aid course EA 1®

Worth studying:

- Readiness plan of the branch
- Basic first aid volunteer course
- First aid duty management course