

Quick orientation for first aid activity contact persons

As a first aid activity contact person, you coordinate the aid efforts of your branch

The position of a first aid activity contact person appointed by the branch board is a separate administrative role of responsibility and best suits the job description of the leader of the first aid team. This quick orientation is prepared with the idea in mind that the same person acts as the first aid activity contact person and the leader of the first aid team.

As a first aid activity contact person, you are responsible for planning the activities of the first aid team as well as training, developing and managing the team in your branch's region. Your duties include preparing readiness, training and action plans for your team as well as preparing a related budget. You communicate about your team's activities to the branch board, in addition to which you communicate regularly with the branch's internal and external partners, the district's persons in charge as well as local authorities.

You have the opportunity to learn about first aid, on-call and readiness activities. You also get to develop your decision-making, leadership and organisation skills.



Duties of first aid officers

Important:

- Coordinating, planning and overseeing the participation of first aid team members in drills, competence checks and training required by the quality guidelines.
- Ensuring that volunteers can hone their first aid skills in the first aid team without acting as first aid volunteers.
- Participating in on-call service activities by ensuring that the qualifications of volunteers are up to date (in the Hupsis system) and ensuring that confidentiality agreements are valid. Supporting the on-call service contact person in their duties, if necessary.
- Overseeing the procurement and condition of your team's equipment in cooperation with other operators within the branch (drills, appropriate on-call equipment).
- Participating in your branch's readiness planning and maintaining the team's readiness to help.
- Participating in the branch's decision-making processes and other activities.
- Cooperating with health promotion and emotional support operators.
- Participating in the recruitment of new volunteers and members.
- Reporting the branch's first aid team's activities and preparing presentations to the branch board.
- Coordinating communications with other branches, activity groups and districts as well as other cooperation networks and authorities.

In this position, you will be supported by:

- The branch board
- The employee in charge of the district's first aid services
- The headquarters' healthcare and health promotion planners

Start with these:

- Task-specific training: FRC First aid course EA 1® and Basic first aid volunteer course
- First aid team guide
- First aid duty quality guidelines
- Training for group leaders
- Hupsis database

Worth studying:

- First aid duty management course
- Group leader course
- Basic psychosocial support course