

MSERT APPLICATION GUIDE



Recruitment
Fall 2018

Welcome to the MSERT Application Guide!

This is the 2018-2019 guide for all McGill undergraduate students interested in joining MSERT. This guide will help you understand the application process, as well as the responsibilities of being a member of MSERT. If you still have questions after reading the entire guide, please email msert.firstaid@gmail.com or visit our office at 3471 Peel Street in Room 207.

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I. About the McGill Student Emergency Response Team

The McGill Student Emergency Response Team (MSERT) is a volunteer service that provides emergency first aid services to McGill University and the Montreal community. The team is composed of 50+ dedicated members who are certified Red Cross Emergency First Responders. MSERT currently provides first aid coverage to the downtown McGill University campus from 10h00 to 17h00 and the McGill residences every evening from 18h00 to 06h00. We also respond to Intramural Hockey and McGill events such as FROSH, Science Games, Faculty Olympics and Carnival.

II. Before Applying

II.a. Eligibility

Before you apply, please make sure you fulfill all of our eligibility requirements. You *must*:

- ❖ Be a student at McGill, NOT in your graduating year.
- ❖ Have a Canadian Red Cross Standard First Aid and CPR/AED Level C certification issued between the dates of November 1st 2015 and September 25th 2018.
 - OR a certification that is deemed to be more advanced than Canadian Red Cross Standard First Aid and CPR Level C (i.e. Canadian Red Cross First Responder)
 - OR an equivalent or more advanced certification from one of the following 4 first aid providers: Canadian Ski Patrol, Lifesaving Society, St. John Ambulance, Heart and Stroke. Please refer to the “Frequently Asked Questions” section for more information on equivalent courses.
- ❖ Ensure that you are able to attend ALL POSSIBLE DATES for the Recruitment Process.
 - All the events in **RED** are mandatory dates you must attend; we will not consider applicants who cannot attend all dates.
 - All the events in **BLACK** are important deadlines to consider.
 - All the events in **BLUE** are information sessions.

II.b. Important Dates

September 2018 - recruitment

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11 Written Application Opens	12	13 Meet and Greet	14	15
16	17	18	19	20 Written Application Due	21	22
23	24 Recruitment Stage 1 Test	25 Recruitment Stage 1 Test	26	27	28	29 Recruitment Stage 2
30 Recruitment Stage 2						

October 2018 - *if accepted on the team*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9 New Responder Meeting	10 Last Day to decline offer of active membership	11	12 First Responder Course	13 First Responder Course
14 First Responder Course	15	16	17	18	19	20 First Full Team Training
21	22	23	24	25	26 First Responder Course	27 First Responder Course
28 First Responder Course	29	30	31			

II.c. Candidate Qualities

MSERT is composed of a diverse set of responders. Successful applicants and responders tend to exhibit the following characteristics:

- ❖ Empathy and compassion
- ❖ Ability to remain calm during stressful emergency situations
- ❖ Commitment
- ❖ Leadership and teamwork
- ❖ Listening and communication skills
- ❖ Ability to take constructive feedback
- ❖ Reliability and responsibility
- ❖ Problem solving skills
- ❖ Maturity and self-awareness

II.d. Commitment Requirements

Before applying for the team, **please be aware of the following:**

- ❖ Being a member of MSERT can be incredibly rewarding, as our community of volunteers is filled with eager, compassionate, and fun individuals who strive to support the McGill community. *However*, it is important for all applicants to know that MSERT is also a significant time commitment, with active members dedicating at least 35 hours per month to shifts, training and evaluations from September-April (see section II.e). This is an important fact that you should keep in mind as you consider applying to be a member of our team. For most, being a student at McGill is already quite challenging as the many classes, assignments, essays, and examinations are enough to keep even the best of students quite busy. So before you submit an application, please take the time to consider whether making the commitment to MSERT is the right choice for you.
- ❖ Training new MSERT members is a significant endeavor that costs more than \$8,000 from MSERT's operating budget annually. Therefore, it is important for new MSERT members to understand that they are a huge financial investment.
 - Due to this fact, it is **REQUIRED** for all new members to complete 100 hrs of service prior to asking for a leave of absence or termination of their active membership (barring exceptional circumstances, examples of which include physical or mental health-related issues that prevent someone from meeting the requirements of MSERT active membership).
 - If a new member of MSERT is unable to meet the requirement of 100 service hours, that member will have to pay the entirety of their First Responder training fee (approx. \$375).

Mandatory Requirements:

- ❖ ALL applicants selected to be a part of MSERT **MUST** be able to commit to ALL of the following dates.
 - All the dates labelled in **RED** in the the calendar above (see section II.b).

- ❖ All members are required to cover one residence shift and one special shift every two weeks, starting the week of October 21st.
 - Overnight Residence Shift: *12 hours*
 - Special Shifts:
 - Intramural Hockey Shift: *1.5-3 hours*
 - Event Shift: *1-8 hours*
- ❖ A key role as a member of MSERT includes staying up-to-date on your first responder skills. To ensure this, the team holds trainings twice a month and monthly evaluations which all members are required to cover.
 - Team trainings: *2-3 hours*
 - Evaluations: *15 minutes*
- ❖ You are expected to arrive on time to all shifts, training sessions and evaluations.
- ❖ You are also expected to adhere to all the standards outlined in the MSERT Warnings and Disciplinary Procedures Manual.

II.f. Learn More About Us

- ❖ Discover McGill: August 28th
- ❖ Activities Night: September 11th - 12th
- ❖ To learn more about the team, who we are, and what we do, feel free to come to our Meet and Greet event on September 13th, 2018.

III. Application Process

III.a. Stage 1

First, please fill out the online application form by 11:59 pm on September 20th. The application can be found at <http://www.msert.ca/join> starting September 11th. Make sure to take your time in answering all the questions thoughtfully and honestly.

- ❖ You will also need to upload a file of your first aid certification card on the application. If you do not have your certification by the application deadline (ie. you are taking your SFA CPR C course on the weekend of September 22nd) then you may bring a photocopy of the card to the written test.

The second part of Stage 1 is a written test on September 24th from 16h00 - 20h00 and September 25th from 17h30 - 21h30 at the McGill Gym, room 305-306.

- ❖ **All applicants must bring their McGill student ID to the written test.**
- ❖ The written test is approximately 50 multiple-choice and short answer questions based on the 2018 Canadian Red Cross Standard First Aid with CPR Level C and AED course material.
 - If you have taken the SFA course with an older edition manual, please be aware that there have been changes made to protocols. The MSERT office

has a limited number of textbooks you may use to study for the test. Feel free to come to our office at 3471 Rue Peel, Room 207 (Mon-Fri from 10h00-17h00) to use them. You may also access the online version [here](#).

- ❖ The test usually takes approximately 45 minutes; however, there is no time limit.
- ❖ Please be aware that although the test takes place over 2 days, the spots are limited. So do NOT wait until the last hour to write the test as you may not be guaranteed a spot.

After carefully reviewing all applications and the results of the written test, we select a portion of applicants to move on to the next stage.

III.b. Stage 2

For those who are chosen for the final stage of recruitment, you will complete practical evaluations on September 29th/30th.

- ❖ This stage comprises of various judged skills stations and an interview.
 - The skills stations will test your first aid knowledge and patient care skills in a hands-on manner.
 - The interview is a classic Q&A to help us get to know you better.
- ❖ This process will take approximately 1 hour to complete.

IV. Frequently Asked Questions

- ❖ *Where is the MSERT office located?*
 - Our office is located at 3471 Rue Peel, Room 207. Feel free to drop in Mon-Fri between 10h00 - 17h00.
- ❖ How do I know if my certification is equivalent to the Canadian Red Cross Standard First Aid and CPR Level C?
 - For a certification to be equivalent to the Canadian Red Cross Standard First Aid and CPR C, the course must:
 - 1) have been minimum 16 hours long,
 - 2) have been from one of the other 4 national first aid providers [Canadian Ski Patrol, Lifesaving Society, St. John Ambulance, Heart and Stroke]
 - 3) the course content must include all of the sections outlined on our website: <http://www.msert.ca>
- ❖ *Is there anything that I can do leading up to recruitment that would help me prepare for recruitment?*

- Yes! Review all of the material covered in Canadian Red Cross Standard First Aid and CPR C, in preparation of Stage 1 of recruitment. You can also practice the first aid skills taught in Canadian Red Cross Standard First Aid and CPR Level C in preparation for the realistic scenarios tested in Stage 2 of recruitment. Our office will be open for practice on weekdays from 10am-5pm.
- ❖ *How many people make it past Stage 1? Stage 2?*
 - About 50 applicants will pass Stage 1.
 - About 24 applicants will be selected to join MSERT..
- ❖ *I don't have any experience. I've never worked as a First Responder, lifeguard, or any related medical positions. Do I need prior experience to join MSERT?*
 - You are not required or expected to have prior experience to join MSERT. We provide a First Responder course for new responders and will teach members any skills they need to know!
- ❖ *I'm not a Faculty of Science or Nursing student, can I still apply?*
 - Yes! Students from all faculties are welcome to apply. MSERT responders come from a variety of faculties including Arts, Engineering, and Management.
- ❖ *I don't have the time to apply in the Fall semester, can I apply for the team in the Winter semester?*
 - Unfortunately, we only hold one recruitment process during the academic year; it is not possible to apply for the team in the Winter term.
- ❖ *I currently do not have my Standard First Aid/CPR Level C certification but am planning on taking a course before the application deadline. Can I still apply?*
 - Yes! If you have your Standard First Aid/CPR Level C certification by September 25th, 2018, you may still apply.
 - We will also be offering courses in September before recruitment! You can refer to our <http://www.msert.ca/courses> for more information on how to register.
- ❖ *Do I have to pay for the First Responder Training?*
 - As mentioned under section II.d., MSERT will subsidize the majority of training costs for all new responders.
 - Yet we *do* require that new responders complete a certain number of shift hours. If you are unable to meet this requirement, we will ask that you reimburse us for the course.
 - It is **REQUIRED** for all new members to complete 100 hrs of service prior to asking for a leave of absence or termination of their active membership (barring extenuating circumstances).

- If a new member of MSERT is unable to meet the requirement of 100 service hours, then that member will be expected to reimburse us for the entirety of their First Responder training fees.

- ❖ *I already have my First Responder certification. Do I still need to take the First Responder course once I make the team?*
 - Yes! For purposes of consistency, all of our responders are required to take the FR certification course once they make the team.

- ❖ *Are MSERT responders paid?*
 - No, MSERT members are not paid as it is a volunteer service. However, being a part of the team and responding is a very rewarding experience!

- ❖ *What does an overnight residence shift look like? Would I have to stay awake all night?*
 - Every residence shift start at 18h00 and ends at 06h00. You respond as a pair with one other responder.
 - Your shift will either be in an Upper Residence Room or Lower Residence Room:
 - Responders in the Upper Residence Room respond to Douglas, Molson, McConnell, and Gardner Halls and MORE Houses.
 - Responders in the Lower Residence Room respond to Royal Victoria College, New Residence, La Citadelle, and Carrefour Sherbrooke, University Hall and Greenbriar.
 - While on shift, you are required to:
 - Respond to any calls of your area for the duration of your shift.
 - Do rounds of residence buildings.
 - During your shift you are *not* expected to stay awake all night! Each residence room has desks and beds for the responders, so you are free to study and sleep when you are on shift. However, you are on-call all night, meaning you may be woken up at any time to respond to a call.

- ❖ *Will I ever respond alone?*
 - Members always respond in pairs during overnight residence shifts and special shifts.