

New Member Paperwork

Explanation

As part of your new role as a Community First Responder, there are a number of administrative tasks you will need to complete. These must be done so you can go “on call” and should be completed within four to six weeks after your initial training. Below you will find an explanation of each item, both where to locate the information and to whom it must be referred.

**“White Inviter”:** The form to begin the Garda Vetting process. Once this is completed, please go to our website, northkilkennycfrgroup.com and select the tab entitled “Document upload for CFR’s” and send in the completed forms. A short time after this has been given in you will receive an email regarding the vetting process and will be asked to enter in information pertaining to your previous and current residences. Please provide all information required in order to ensure the process goes smoothly. You will be notified when the vetting process begins and ends, with the final result going to the Vetting Manager.

**ALL OF THE REMAINING ITEMS LISTED BELOW** can be emailed to the team Coordinator using the same process as above through the “Document upload for CFR’s” tab on the website.

**NAS documents:** Included in these documents are a form pertaining to a confidentiality agreement and an application form to become a CFR. These will register you with the National Ambulance Service as a CFR. Please complete and return to the Co-Ordinator. A copy of the Cardiac First Responder Scheme Policy will also be emailed to you.

**Car Insurance Indemnification:** Prior to going on calls, you must receive indemnification to the National Ambulance Service for the vehicle you will be using. This should NOT incur any additional fees to obtain. If your insurance provider suggests this, please contact the co-ordinator as soon as possible and they, or CFR Ireland, will intervene on your behalf to whatever extent they can. It may, however, be possible that the insurer currently providing coverage will not provide this indemnification (or not without charge) so you may need to shop around.

It may assist you to inform the company with whom you deal that you do not carry any dangerous materials with you in the process of carrying out your duties, use no sirens or lights while on call and that you are strictly prohibited from acting in anyway contrary to the normal rules of the road. The policy documents you obtain from your insurer should clearly state that you are indemnified to the National Ambulance Service. Please provide your policy number, insurer and expiry date to the Co-Ordinator using the appropriate form.

**Code of conduct of a CFR:** This form is pertinent to the Johnstown, Crosspatrick, Galmoy and Gathabawn Community First Responders / Urlingford and Graine Community First Responders. It will outline your responsibilities, expectations of the team and better explain your commitment to the team. This should be returned to the Co-Ordinator via the website.

**On-Line Courses:** There are currently six (6) on-line courses which you must complete and are pertinent to the role. In each case you will receive a certificate that can be provided to your Co-Ordinator. By going to the tab entitled “For Responders” and selecting the folder “Links” you will find the paths to the courses that need to be completed. Items 1 and 3 will take you directly to the courses however steps can also be found below.

The first course, Critical Incident Stress Management, can be located on the PHECC website, phecit.ie. From the “home page” choose Exams and Candidates and, from the drop down menu, Responder Candidate Resources. Once there, go toward the bottom of the page and select the Responder box. It will bring you to a new page that contains the Responder CISM training. Click on the link (highlighted in the text) and follow the prompts to create an account. If it asks for your organisation, tick “CFR Linked”; for training level, tick CFR. From there, follow the instructions to log into the course. (Not the CFR Instructor’s Update, if it shows). It will take approximately 1-1.5 hours to complete and you will be asked to both watch the video as well as answer questions periodically throughout. Once completed, follow the instructions to print your certificate and forward a copy to the Co-ordinator.

The remaining courses can be found by searching “HSELand.ie”. Again, you will come to the website and should follow the prompts to create an account. Follow the prompts for the various courses, all of which follow a similar process of showing videos and asking periodic questions. Once the course is completed you will be expected to answer a short quiz and then you will be given a prompt to obtain a certificate of completion. A copy of the certificate must be provided to the Co-Ordinator in either paper form or via an email. The courses vary in length from approximately 20 minutes to slightly more than one hour.

The courses you must complete are the following:

* Children First
* Amric Infection and Prevention Control: once you click on this you will be brought to another menu. Choose the first item, Introduction to…
* Infection Prevention Control: Again, from the main menu, click the icon and you will be brought to a new menu. All three items here should be completed.

 HIQA: National Standards…

 Putting on and Taking off PPE in an Acute Healthcare Setting

 Putting on and Taking off PPE in a Community Healthcare Setting

**In addition to the above**, you will also need to have a photo taken so that a NAS ID can be made for you. This will be taken by your Coordinator. This should be worn along with the hi-vis clothing or the team uniform you have been/will be provided.