



South Central Ambulance Service
NHS Foundation Trust
Community First Responder
Recruitment Day Information Pack



Introduction

Following your application to become a Volunteer Community First Responder with South Central Ambulance Service NHS Foundation Trust, we are pleased to invite you to our recruitment day.

The details of date, time and venue will have been communicated to you in an email or letter from one of our administration team if you are missing any of this information then please contact our team using the methods below **as soon as possible**.

The purpose of this pack is to give you a short insight into the Community Engagement & Training Team and to help you prepare for your recruitment day.

If at any point you have any questions then please give us a call on 01962 898090 or email cfr@scas.nhs.uk and we'll do our best to help you.

A bit about us

South Central Ambulance Service NHS Foundation Trust (SCAS) is made up of 4 counties. Berkshire, Buckinghamshire & Oxfordshire - this area is called the Northern Cluster and Hampshire called the Southern Cluster.

Community First Responders (CFRs) sit within the Community Engagement & Training Team (CE&T) Each area has its own Community Engagement & Training Team. Hampshire is split into 2 areas (east and west) and most areas have around 120 CFR's operating solo or in teams.

In each area our Volunteer First Responder teams are looked after by a team consisting of volunteers and paid staff. Each responder scheme has a "coordinator" who is a volunteer Community First Responder (CFR) and acts as a link between the group and the Ambulance Service as well as coordinating the activity of the scheme.

The schemes are looked after in each area by a team of staff from SCAS, they consist of a Community Engagement & Training Officer (CETO) and Assistant Community Engagement & Training Officer (ACETO) these staff are your first port of call as volunteers in the event you need any help or guidance and they also conduct your regular training and assessment sessions.

The CETOS and ACETOS are looked after by an operations manager – we have 2 – one for the southern cluster and one for the northern cluster.

The whole department is then headed up by a Head of Operations who the operations managers' report to.

Alongside Community First Responders the trust has Co Responders. These volunteers comprise of Military, Fire and Police. In some areas of the trust we work in partnership with the Universities Medical Schools and they allow their Medical Students to respond in their free time. In total there are around 1600 volunteers.

You have embarked onto an exciting training journey – so thank you for attending the recruitment day. Throughout the day you will undertake a number of tasks which will include:

- A short interview with 2 members on the panel (one of whom may be a current CFR)
- Driving licence check (please note we do not accept applications if you have 6 or more endorsements on your license)
- A Data Baring and Security (DBS) check that is enhanced and covers both the child and adult workforce
- A basic life support assessment (covering CPR and defibrillator use)
- Uniform sizing

For the recruitment day you **must** bring **3** items of evidence for your DBS. These need to include:

- Photo ID (Passport/Driving Licence)
- Marriage Certificate
- Birth Certificate
- Firearms license
- A current bill (council tax/water/electric) *not a phone bill.
- Your national insurance number
- 5 years of address history

On completion of the recruitment day, candidates will be notified via email if they have been successful and their DBS application will then be processed and they will be sent an online link to complete an occupational health assessment.

If you are successful in your interview, CPR assessment and your DBS is clear then you will be offered a training place in a location nearest to you. In the Northern Cluster this is in Thame, Oxfordshire and in the Southern Cluster this is in Eastleigh, Hampshire.

Training

The course will consist of 6 days. This will be staggered throughout the year.

- Day 1 Corporate Induction and welcome into SCAS.
- Day 2 Conflict Resolution and Manual Handling.
- Day 3 Foundation Course resuscitation day.
- Day 4 Foundation Course anatomy and physiology. *
- Day 5 FutureQual Level 3 theory.
- Day 6 FutureQual Level 3 practical.

*Please note that you will be able to solo respond after day 4.

Once these have been completed and you have been responding for 6 months you will then be invited to come back into the training centre and carry on with your training to bring you up to Future Qual Level 3 Certificate in Ambulance First Response. The level 3 award gives you additional knowledge and skills and is a nationally recognized qualification.

Following on from this you will be required to attend every 6 months in your local area a, refresher an assessment and in between these times you will be able to observe as a third person on a front line ambulance up to 4 times a year which will continue to enhance your knowledge and skill as a CFR.

Your Community Engagement and Training team along with the scheme coordinators are there to support you along your SCAS journey.

What you need to do to prepare for the recruitment day

- Ensure that you have read all about the role of a CFR – you can find this on our website (www.scas.nhs.uk)
- As part of your recruitment day selection, you will be asked to perform CPR and use a defibrillator. In order to prepare you for this you should watch the 2 YouTube videos that SCAS has produced which can be found here:
- <https://www.youtube.com/watch?v=fAfVSL48BA>
- <https://www.youtube.com/watch?v=UTuhA4Whkml>
- **Please note that we won't be expecting you to perform flawlessly but we will be looking to see how you retain information and understand instructions.**
- You need to make sure that you have the documents ready as outlined above for your DBS check – if you have any issues with getting this documentation you should let us know as soon as possible.
- To save time on the day, it would be great if you could print off or take a screenshot of your driving licence record (**but not more than 72 hours before the day**) you can do this here:
- <https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number>
- This allows us to see that you have the correct entitlements to drive and do not have more than the allowed number of penalty points on your licence.
- Don't worry if you can't do this before the day – we can always help you on the day.

During the day

- During the day you will be joined by other applicants as well as currently serving community first responders who will be on hand to answer any questions you may have and explain a bit more about the role and the training you will undergo. You will work through the different elements of the day and then once you have completed all the areas, you will be free to go.
- Tea, coffee and water will be provided on the day.

After the day

- You will be contacted shortly afterwards to advise whether you have been successful or not in your application and selection process. Feedback will be offered and you will be able to apply again should you be unsuccessful, our recruitment days are currently run every 3 months.
- If you are successful your DBS process will be started and you will also need to complete an online occupational health questionnaire, the details of which will be sent to you by our admin team. You will also be offered a provisional place on an induction day as well as a foundation course. This is subject to a satisfactory outcome of your DBS process.

The recruitment day is designed to be an enjoyable process to help us select the right volunteers for the role and to ensure that you know exactly what you are signing up for.

If you have any questions then please don't hesitate to contact us and we will do our best to help you.

We look forward to meeting you on the day!