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| . MSU-logo-2001 | REPORT*From the office of the…*[Program Director of EFRT] |
| TO: | Members of the Executive Board |
| FROM: | Kevin Park |
| SUBJECT: | [EFRT] Report [6] |
| DATE: | [November 16th, 2020] |

**Year Plan Update**

The changes to year plan had been made as winter term was confirmed online. We have initiated the hiring process earlier as in-person orientation was not feasible during winter term. The hiring process has been completed and we have hired 11 new responders. Our goal for this month is to transition the new responders as smooth as possible. We have decided to take this process slower than previous years as we are unable to certify them Emergency Medical Responder (EMR) which consists two full weekends. On top of this, as this is a very busy period for all students, we will be taking rookie transition slower but ensure that it is effective and smooth as possible. Also, the confirmation on EMR instructor has been delayed as I was not able to connect with the EMR instructor trainer that I was referred by our medical director. I have reached out to the medical director and I hope to connect with the EMR instructor trainer in near future.

In terms of the goals that I have set for year 1, I have achieved a goal of obtaining enough PPEs for few months once we return. For radios, packs and new protocol, it has been postponed for few reasons. The radio and packs we are currently not able to obtain as I do not have an access to the office space in MUSC to ensure that the new packs will fit all the equipment that responders carry and radio will have to be bought after the packs due to the budget management. The new protocol has been put on hold as it requires all responders to have EMR knowledge which the new responders do not have, so the work on the protocol will be on hold until all responders get certified in EMR. Personally, I believe that EFRT is running very smoothly in terms of training and team morale despite us missing a major part of EFRT, responding. It was a great decision to hire new responders as it helped all the responders on the team to bond more and engage with the team more often by helping the new responders’ transition. The addition of new responders also enhanced the experience of buddy (each new responder gets placed in different buddy lines which increases responder interaction).

**Service Usage**

No service usage as EFRT is not operating on campus this year but I have included some other statistics.

**Past Events, Projects, & Activities**

EFRT has finalized the hiring process to hire 11 new rookies. We have gone through lots of evaluation to pick the 11 new responders. We have created a Teams for EFRT to recreate the office space experience that we are missing due to COVID-19. The teams channel includes channels such as general, bonding, buddy cup challenge, training resources and CMEs and studying channel. We hope that this allows all responders to interact more and experience the “office space studying” experience that we truly valued before the McMaster campus closed. In previous training, the online situations have been very effective, and we have received a positive feedback on the virtual setting. However, the biggest downside is the amount of resource it requires as it takes significantly longer to run one situation and it often requires more evaluators to evaluate one situation. Also, we have made few adjustments in terms of doing the practice. Previously, the practice situation was ran in group of 3 but due to the virtual setting and not all responders being able to talk at the same time, we have adjusted to 2 responders responding at the same time. This was made more effective by making the responder 2 (who often take vitals) to use the chat function with the evaluator to get the vitals but communicating with the responder 1 verbally. This reflects the actual responding situation as often only responder 2 will know the exact value of the vitals in real situation and will have to determine the best time to deliver this information to the responder 1 and talk about further decision in that moment. This has received a positive feedback. Though, it was very hard for evaluators to monitor the verbal situation while communicating with responder 2 via chat, the responders have gotten used to it post-orientation as they have ran many virtual situations as an evaluator with candidates.

**Upcoming Events, Projects & Activities**

Upcoming events include rookie-specific meeting / training and this month’s team training. This month’s training will focus on BLS / CPR. The rookie-specific meeting will cover the expectations and explain the roles of the executive team. The rookie specific training will be going over the difference between candidate / responder level of responding such as usage of oxygen, symptom relief, different medical equipment that we have and specific vitals cut-offs that indicate specific protocol. For this month’s training, other than going over the protocol / knowledge of BLS and CPR, the new responders will be doing virtual first-aid situation practices with other responders for the first time. We also hope to evaluate the previous rookie (now sophomores)’s skills to lead and guide new rookies and make critical judgements during the situation.

**Currently Working On**

I and the executive team are working on more team bonding such as secret Santa and virtual Christmas party and different ways to transition the rookies into the team as smoothly as possible. Also, we are looking for the possibility of EMR training for rookies. The training coordinator, response coordinator and I are working to incorporate resus material into our training. It is a virtual material that are used in medical practice setting which is based on clinical skill (for doctors). As this was suggested by our alumni, we are attempting to re-create the resus material into our pack so that the responders have even better experience and gets better practice during virtual sits.

**Budget**

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| 6415-0107 | EFRT - RECOGNITION AWARDS | $3,000.00 |  |
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|  | Uber Eats gift card - Orientation (35 of $25 + 3% credit card fee) | $901.25 |  |
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We have spent a portion of the budget as an appreciation gift for responders and alumni who have participated and dedicated a lot of time and effort into hiring new rookies. This action was done after consulting with VP Finance.

**Volunteers**

We have received very positive feedback from responders in terms of hiring the new rookies and now there are 11 new responders on the team. We have hosted a rookie-welcoming zoom session on the night of acceptance email release to re-create the experience of EFRT welcoming in person. As it was hosted on zoom, many alumni were able to join the call to welcome the new rookies which was a very great experience. We have received a feedback from a responder that we should consider a different day to have our monthly training, so we have conducted an anonymous poll to decide possible different day for monthly training (previously hosted on Friday night). However, the poll showed that 62.5% of the responders wanted the monthly training day to be stayed the same, so we as an executive team have decided to keep it the same. In the previous talk with responders, they have stated that the amount of work required for online EFRT is very minimal and little compared to when we were in-person. We have also received a positive feedback in terms of decision of hiring new responders as it helped them to stay engaged and interact more with EFRT. In terms of responders, we hope to have another 1-on-1 sessions with all responders to get more in-depth information regarding their adaptation and their well-being.

**Current Challenges**

None.

**Successes**

The hiring process was a massive success.