

ST. JOHN CANADA INSTRUCTIONS

PART 2 – VOLUNTEERS

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2-1 Volunteer Involvement in St. John Ambulance

- 2-1-1 Volunteer Rights and Responsibilities
- 2-1-2 Privacy of Information
- 2-1-3 Workfare
- 2-1-4 Conflict of Interest
- 2-1-5 Fellowship
- 2-1-6 Harassment

2-2 St. John Ambulance Brigade

- 2-2-1 St. John Ambulance in Canada
- 2-2-2 Brigade Organization
 - Annex A – Designation of Ranks

2-3 Brigade Membership

- 2-3-1 Membership Requirements
- 2-3-2 Brigade Officers
- 2-3-3 Brigade Non-Commissioned Officers
- 2-3-4 Youth Programs
 - Annex A – Procedure to Establish A St. John Ambulance Youth Program
 - Annex B – National Camp Accreditation Certificate Program

2-4 Patient Care Training Systems

- 2-4-1 Brigade Training System for Patient Care Services
- 2-4-2 Brigade Assessment Process
- 2-4-3 BTS Instructors
- 2-4-4 BTS Evaluators
- 2-4-5 BTS Certification
- 2-4-6 BTS Quality Management
- 2-4-7 Risk of Viral Infection

2-5 Community Care Training Systems

- 2-5-1 Setting Standards and Protocols for New Programs
- 2-5-2 Therapy Dog Program – National Operational Standards
 - Annex A – Roles and Responsibilities
 - Annex B – Establishing a St. John Therapy Dog Program Locally
 - Annex C – Application for Therapy Dog Evaluator

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2-6 Service to Brigade Members

- 2-6-1 Awards
 - Annex A – Cadet Proficiency Subjects
 - Annex B – Request for Unit Recognition
 - Annex C – Memorandum for Retirement Letter
 - Annex D – Cyrille and Elaine Laurin Suggestion Award Program
 - Annex E – Application for St. John Youth Program Link Badge
- 2-6-2 Insurance
- 2-6-3 Marketing Support

2-7 Community Service

- 2-7-1 Assessing and Meeting the Needs of the Community
- 2-7-2 Setting Up a First Aid Post
 - Annex A – Request for Brigade Coverage for Community Service
 - Annex B – First Aid Supplies – Guidelines Required per Post/Unit
 - Annex C – Evaluation of Brigade Coverage for Community Service
- 2-7-3 Property and Equipment
 - Annex A – Order Form for Alpine Graphics
 - Annex B – Vehicle Graphics Kit from Alpine Graphics
- 2-7-4 Patient Care Records
 - Annex A – Patient Care Record
 - Annex B – Release of Brigade Patient Care Record
- 2-7-5 Disaster and Emergency Preparedness
- 2-7-6 Cost Recovery for Community Service

2-8 Reporting Procedures

- 2-8-1 Personnel Administration
 - Annex A – Membership Form
 - Annex B – Unit Designation Codes
 - Annex C – Appointment Codes
 - Annex D – Unit Annual Report by Council for Year
 - Annex E – Brigade Annual Report – Summary Sheet
 - Annex F – Unit Qualifying Service Summary
- 2-8-2 Unit Administration
 - Annex A – Registration of a Unit
 - Annex B – Disbandment of a Unit

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2-9 Recruitment and Retention

2-9-1 Responsibility Levels

2-9-2 Screening Brigade Volunteers

Annex A – Basic Procedural Guidelines

Appendix 1 – Sample Welcome Letter

Appendix 2 – Volunteer Application Form

Appendix 3 – Authorization for Police Records Check

Appendix 4 – Sample Volunteer Interview

Appendix 5 – Sample Letter for Reference Form

Appendix 6 – Volunteer Reference Form

Appendix 7 – Volunteer Screening Process Evaluation Form

Appendix 8 – Volunteer Performance Appraisal Form

Appendix 9 – Volunteer Exit Interview

Appendix 10 – Total Screening Process

2-9-3 Discipline and Grievance Procedures

2-10 Financial Accountability (*not yet available*)

2-11 Position Descriptions

2-11-1 Medical Officers

2-11-2 Nursing Officers

2-11-3 Training Officers

2-11-4 Youth Officers

2-11-5 Administrative Officers

2-11-6 Divisional Superintendents

2-11-7 Provincial/Territorial Commissioners

2-12 Brigade Protocol

2-12-1 Image and Identity

2-12-2 Uniforms

2-12-3 Ceremonial

2-13 National Brigade Patient Care Competitions