



# Ottawa MedVent Event Participation Request

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## General Information

Organization:  Scouting  Non-profit  
Event Name:  
Location(s):  Indoors  Outdoors  
Date(s):  
Nature/Description of Event:

Hours of event:  
(We'll usually be there from 30 minutes before the start to 30 minutes after the end)

Requested number of first-aiders present:  
(Absolute minimum of three first-aiders per site per six-hour shift. More may be required depending on the nature of event or number of expected participants)

Nature of event  Scouting  Adult only  Family Details:

If this is not the first time for this particular event, who was used as first aid providers in the past?

Admission  Free Public Access  Public Admission Charge  Restricted access

Concessions  Alcohol  Food/Beverages Other:

Number of visitors/guests/participants expected (per day):

MedVent duties:  First Aid Station  Foot Patrols  Other Details:

Contact person:

Phone:

E-mail:

## Event Layout

Exact 911 address information (for each site):

Ambulance access via:

Important event-day phone numbers:

**Where possible, please send any maps or diagrams of the area of responsibility, and any additional event details to be used as briefing notes for the first aid team.**

## Equipment/Materials checklist

[For each item below, please consult with the MedVent coordinator as far in advance as possible if there are going to be complications specific to your event. Please check each item to indicate compliance/understanding]

Organizer will need to provide a first aid post or room per site. In general this would be a roughly 10ftx10ft covered area (out of the weather) with a table & chairs. Larger or high-risk events may need more space, provision for patient privacy, or heating (winter events). Please indicate the space you're expecting to provide or if there are anticipated complications or additional requirements specific to your event:

For events that run into the evening, provisions will need to be made for lighting and/or electricity.

Provisions will need to be made for parking for MedVent volunteers. Please indicate if there will be free parking, or approximate parking costs if known:

For events over 6 hours in length, provisions should be made to provide meals to MedVent volunteers. Please let the MedVent coordinator know in advance if this is not going to be feasible.

For outdoor or sporting events, drinking water will need to be provided for the volunteers, and for patient treatment.

For athletic events, ice may need to be provided for patient treatment.

For athletic events, note that first aid provision does not include "sports medicine", such as tensor bandaging, taping or similar. MedVent teams do not carry tensor bandages or athletic tape.

If the event is using radios for communications, ideally a radio should be provided to the MedVent person in charge. We will provide our own radios for intra-team communications.

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Ottawa  
Paramedic Service  
Scouts Canada

# Frequently Asked Questions

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## What is Ottawa MedVent?

“MedVent” is short for “Medical Venturer”. It is a partnership between the Ottawa Paramedic Service and Scouts Canada, and is aimed at youth who are considering a career as a Paramedic, or in other Emergency Services. The MedVent unit consists of youth and adult members, aged 15 and up, who participate in advanced first aid and related training. In addition to training, the unit provides first aid services to a variety of community and scouting events. All members start with a minimum Standard First Aid certification (HCP-level), but most attain First Responder (FR) or Emergency Medical Responder (EMR) certifications over their time with MedVent.

## What level of First Aid provision does the MedVent Unit provide?

Typically, the MedVent unit will offer service to the Standard First Aid level. This covers the basics for a typical event. As required, the MedVent unit can also offer service to the First Responder level, and always has members on-site certified to that level or higher. This level of service can include oxygen administration and other more advanced levels of care. When a request is made for MedVent participation, information will be requested pertaining to the event, and an assessment will be made as to the suggested level of coverage. Usually, the Unit aims to have at least one FR- or EMR-level responder, with applicable equipment, on site at all times.

MedVents will never “rescue” or “transport” patients. Any event requiring these services will need to engage professional organizations specializing in this. Note that only the Ottawa Paramedic Service is legally permitted to offer “patient transport” services within the City of Ottawa.

## What sort of events will the MedVent Unit participate in?

The most common events that the MedVent unit is requested for are small community or public events, and scouting camps.

For a typical event, the MedVent unit will set up a first aid post at a designated spot, and operate walking patrols of the event area. The walking patrols will be able to provide care for relatively minor situations, and more serious cases can be dealt with at the first aid post, or MedVent will coordinate with the local Paramedic Service or other allied agencies as required.

## What does the event organizer need to provide?

Once an initial request is made for MedVent services, some basic information will be requested on the event. Typical advance information would be the date, time and location of the event, the nature of the event itself, the approximate number of people expected, and related information. There will be additional discussion on the nature of service required, and logistics such as the placement of the first aid post, access or parking requirements, meal requirements, etc.

The MedVent unit will bring all required first aid equipment and supplies. Depending on the nature of the event, the unit may request the organizer arrange access to an indoor room if possible (eg. For outdoor winter events, we may need a heated area), and signage as required to ensure the participants can find the first aid post.

For sporting or athletic events, the organizer may need to provide drinking water for volunteers and patient treatment, and possibly ice. The MedVent team will have chemical cold packs, but for emergency use only.

The organizer will also need to provide a mechanism to communicate with event leaders (radio, phone numbers) in case the unit needs to contact the event leaders. The unit usually brings its own equipment for communications within the first aid team.

## How much does MedVent first aid provision cost?

All MedVent members operate purely on a volunteer basis, and are not themselves paid. The MedVent unit as a whole operates on a cost-recovery basis, and doesn't charge for services in the traditional manner. Instead, the unit accepts honorariums (donations).

Money raised through first aid provision is used by the unit to help pay for certain uniform and personal equipment; equipment and supplies used to offer event first aid provision (canopies, bags, etc.); and certain consumable goods (wound care supplies, etc.). The funds raised are also used to help pay for the advanced training for our members. Many event organizers struggle with what an appropriate honorarium amount should be, so the unit has devised a mechanism to calculate a suggested amount based on the nature of the event. With the possible exception of extra expenses related to the event participation (eg. parking, acquisition of specialized equipment, etc.), the suggested honorarium amount is all inclusive, and is merely calculated in advance to help clients budget. The calculations are also designed to not be unfairly competitive with the other volunteer-based first-aid providers in the area. For purposes of initial calculations, the suggested starting rate is \$150 per 6-hour "shift" (for 3 first-aiders plus equipment), but is discounted (usually heavily) from there.

If an honorarium is to be remitted by cheque, please make it out to "**Scouts Canada – Ottawa MedVent**". A statement (invoice) will be sent for accounting purposes. Interac electronic payments can also be made to 'info@ottawamedvent.ca'.

## How do I make a request for service?

Complete the form in this document, and send by e-mail to [info@ottawamedvent.ca](mailto:info@ottawamedvent.ca). It is recommended that initial contact be made as far in advance of the event as possible, and definitely at least four to six weeks in advance. In the form and your e-mail, provide as much information on the event as possible.

Since each event is different, there will typically be some back and forth on details; so that once the date of the event arrives we'll have planned for most contingencies. This is why it is requested that contact be made as early as possible. Once all of the information is worked out, a quote can be prepared with the suggested honorarium amount appropriate to the level of coverage required. If you already have an amount in mind, simply mention this as part of the request.

## What happens if the MedVent Unit can't participate in my event?

If a request is made that the unit cannot fulfill, we will have contact information available for other first aid providers in the area. Since those other providers also have minimum requirements for advance notification, early contact is essential.

The MedVent unit is fairly selective on the types of events we will participate in. Rather than risk overloading the unit, or risk being forced to cancel participation in an event at the last minute, we will usually decline an event if we're not confident in our abilities to provide service to our standards.

The MedVent unit will almost certainly not participate in daytime weekday events (since many of our members are in school or work), and the unit will very rarely accept more than one event on any given date. The unit will very rarely accept requests less than four weeks in advance of the event.

The safety and security of MedVent team members is paramount. If, on the date of the event itself, the MedVent team members feel that the situation is such that the team's safety and security may be compromised, the team lead reserves the right to pull the team & equipment and depart the scene.

Because the MedVent unit is included as part of the City of Ottawa's disaster management plan, in the event of a significant city-wide emergency the Paramedic Service may require deployment of the MedVent unit members, making event participation impossible. In this extremely rare circumstance, it's expected local events would be cancelled anyway.