

HEALTH CARE MEDICAL DIRECTOR / NURSE

DESIRED QUALIFICATIONS

- Be 21 years of age or older.
- Must possess a current Massachusetts RN license.
- Must have current first aid and CPR certification.
- Desire to work in a camp setting and have a love for children.

RESPONSIBLE TO CAMP DIRECTOR

Nurse must coordinate health program in conjunction with the camp director.

CAMP GOALS

- To maintain a safe and healthy environment for campers, staff and guests

GENERAL RESPONSIBILITY (some apply only to Med. Dir., specified)

- Annually review and update standing orders with head physician. (Med. Dir.)
- Take inventory of all medication and supplies. (Med. Dir.)
- Order and stock medication and supplies needed for the summer. (Med. Dir.)
- Keep medical area clean and sanitary.
- In conjunction with the office secretary, obtain current health examination forms for all campers, staff and volunteers.
- Obtain copy of RN license and CPR card from each nurse. (Med. Dir.)
- Conduct in-service training for new and returning nurses. (Med. Dir.)
- Conduct in-service training for all staff for first aid, safety, and emergency response. (Med. Dir.)
- Provide medical and first aid services for campers and staff alike.

SPECIFIC RESPONSIBILITY

1. Standing orders and drug administration:

- Have on file standing orders currently dated and signed by the camp physician.
- Do not make diagnoses due to legal implications.
- All drugs for minors must be in original containers with the pharmacy label naming the patient, drug name, and the dosage (amount and frequency of administration).
- Records must be kept of all medications administered (name of patient, date and time).

2. Health Records:

- A completed, dated, signed health information and history form for every camper and staff member must be on file.
- A record of all accidents/illnesses must be kept in the nurse's logbook and on the camper's medical form.
- All campers and staff members must undergo a health evaluation upon arrival at the camp, at which time findings will be noted.
- All medicines must also be checked in with the nurse upon arrival.
- Medicines must be kept in a locked cabinet/refrigerator/area.

- All accidents or illnesses of a camper must be communicated to the camp director.
- Accident/injury records must be kept. Legal investigations will look at whether or not:
 - a. The activity/instrument/tool/treatment was appropriate for the child.
 - b. There was proper supervision available.
 - c. The parents were notified.
- Notify counselors of the following camper health concerns:
 - a. What hours to come for medicine
 - b. Swimming restrictions
 - c. Anything pertaining to the camper's health
 - d. Special dental care

3. The Daily Routine:

- 7:00 Check on patients, if any
- 8: 15 Line call, camper inspection
- 8:30 Breakfast--dispense medications, provide meal for patients
- 10:00 General duties--care for patients, arrange for sick campers to see doctor, care for illnesses/injuries
- 1:15 Lunch--dispense medications, provide meal for patients
- 2:30 Rest hour
- 3:30 General duties--Transfer notes from daily log to camper record, replenish supplies, and perform housekeeping tasks
- 6:15 Supper--dispense medications, provide meal for patients
- 8:15 Evening program/free time
- 9:00 Follow up on any injuries/illnesses
- 10:00 Free time/bed time

4. Camp Communications:

- Leave a note of nurse's location when not in the medical office area, with office staff.
- Prepare proper medical and first aid supplies for out-of-camp trips.

5. At the end of the week/summer:

- Return individual campers' medications weekly.
- Return health examination forms and accident reports to the office manager for filing.
- Sort and pack equipment and supplies, dispose of out-dated drugs; use checkout list of medicines and supplies annually.
- Evaluate supplies and report needs to camp director weekly and keep medical director informed.
- Be sure all nursing staff understands the procedures and lay-out of the medical office area.

ESSENTIAL FUNCTIONS

Ability to drive patients to doctor/emergency treatment location, able to lift/assist campers or staff, evaluate medically all campers and staff, read prescriptions and health exams from physicians, dispense medications properly, ability to get to remote locations on camp property quickly, and to observe and assess unsanitary or unhealthy conditions of camp