

Highland Mountain Bike Park Camp Nurse Job Description

Position Purpose:

The camp nurse will evaluate and treat campers and staff for minor injuries and illnesses, supervise and insure implementation medication policies and procedures at camp, keep a log of Health Center visits, give supportive advice to counselors and other camp staff if requested, and identify health problems serious enough to require a physician/advanced provider's attention. Work with summer camp director and various staff, help provide adequate physical health conditions for all, and assist with tasks as necessary.

Work Season / Hours:

- The camp season begins on June 24, 2019 for staff training and will end on August 3, 2019. Nurse may apply for a 2 or 5 weeks of the season.
- Since the nurse will not live on property, they would be needed from 8am – 6:30pm Monday – Friday in order to give Medication for Breakfast, Lunch and Dinner. Evening meds would be give via written direction by camp administration.
- Other arraignments may be made with the Camp Director as family or job requirements allow.

Position Requirements:

- RN degree (licensed in the state of New Hampshire)
- Employment background check-employees who may have unsupervised contact with campers must have background free of adverse conduct, criminal or otherwise, which would disqualify a person from employment with children.
- Pediatric or camp experience, a plus
- Flexible - ability to adapt to different environments and schedules

- Confidence in nursing skills
- Enjoy working with kids aged 8-18
- Ability to originate, update and/or monitor healthcare, maintain records, implement a health plan
- Ability to make decisions and take initiative
- Hard-working, enthusiastic and committed to the safety and well-being of campers
- Good communicator with campers, staff and parents
- Good bedside manner, friendly and personable.

Responsibilities Include:

- Ensure each staff member and camper has on file a health history and examination form, as required.
 - Be on-site for resident camp check-in on Sunday afternoon to review health histories and other medical forms
- Set up and run a system of health screenings for arriving campers, staff and transport to and from Tilton School from Highland Mountain Bike Park
- Organize all camper medication and set up “dispensing system” with medication binders and instructions
 - Organizing all of our resident camper medications for dispensing that week (Sunday afternoon)
 - Organizing incoming day camper medication if necessary
 - Be the point of contact with parents with receiving medication and their dispensing instructions.
- Conduct inventory of supplies and place orders when necessary, ensuring timely arrival of supplies.
- Establish and follow appropriate medical routines, including record keeping in electronic medical record, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders.
- Be on the camp property during camper check-in and check-out (Sunday evening and Saturday evening).
- Make appointments, when necessary, with medical/dental offices in the local community. Communicate questions/concerns with camp medical and staff directors.

- Check, maintain, and issue first aid kits when needed (should go to and from Tilton School to Highland).
- Participate in and lead specific areas of staff training pertaining to camp health and safety, CPR, first aid and use of universal precautions for infectious control.
- Collaborate, communicate and work alongside EMT as needed
- Collaborate, communicate and work with camp counselors to help manage potential behavioral issues that may arise.
- Keep accident/incident reports that can be used for risk-management assessment.
- Care for ill or injured campers or staff
- Providing First Aid for minor injuries or illnesses.
 - Cuts, scrapes and bruises
 - Bee stings
 - Dehydration and sunburn
 - Home sickness
- Prepare a summary and evaluation of the camp summer season including inventories, staff evaluations, camper reports on health problems, and make recommendations for the following summer season.
- Monitor health of all staff
- Be a medial resource that would bridge the gap between basic medical knowledge and calling 911. (Sometimes we just need someone with medical knowledge to tell us what to when it's not a 911-emergency.)
- Monitor/evaluate camp procedures, facilities, and conditions and suggest modifications that would create more healthful conditions at camp.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.
- Perform program support duties as needed
- Act as a liaison to provide any necessary parent communication

Essential Job Functions:

Caring for the medical needs of campers and staff at Camp

- Oversee the health and wellness of approximately 60-80 campers and 30 staff.
- Conduct initial health screening of all campers
- Provide medical attention to campers and staff with general health concerns and document in health log

- Distribute and record camper medications.
- Maintain Health Center records and medical forms.
- Communicate specific camper health needs (allergies, special diets, etc) to staff.
- Communicate with camp directors about camper health issues.
- schedule/arrange for sick/injured campers or staff to the hospital or urgent care.

Other Job Duties:

- Act as a liaison with local physicians/providers, hospitals and pharmacies.
- Be present at registration of each camp session to check in and file the incoming health forms, record the individual problems, and note medications.
- Stocking First Aid supplies in the Health Center and all areas of camp and controlling their outflow.
- Safeguarding the camper's prescription medications; administering the medications at the prescribed dosages and hours.
- Participate in camp activities and events
- Communicate and cooperate with all staff. Express any concerns in a professional manner at an appropriate time. Maintain high standards of health and safety in all activities for campers and staff.

Responsible To:

- Reports to attending medical director and camp director