

## Monroe Camp and Retreat Center

Job Title: Camp Nurse

Classification: Exempt

Reports to: Camp Director

Position Purpose: The camp nurse is responsible for overseeing the health and safety of campers and staff.

Job Functions:

1. Provide health care to meet individual needs of camp staff and campers. Follow health care policies and procedures as described in the Healthcare Manual.
2. Organize, maintain and utilize adequate resources for serving the health and medical needs of the campers and staff. Set up the camp health care center. Inventory and order all necessary medical supplies and equipment.
3. Maintain accurate and detailed medical records according to state, ACA, and PCCCA standards. Ensure staff and camper health examinations are current and on file. Prepare and utilize daily medical log for treatment and medications. Prepare and record accident report forms.
4. Oversee first aid procedures and supplies. Prepare and distribute first aid kits throughout camp, including camp vehicles, kitchen, offices, waterfront, activity areas, and out of camp trips. Ensure supplies are well stocked and distributed as needed.
5. Ensure a staff orientation session is delivered on medical services. Ensure camp staff and campers know their role related to health care and first aid. Provide or ensure orientation is provided that includes health center procedures, emergency procedures, staff health assessment of campers, transportation to outside health facilities, accident prevention and risk management, and first aid in the camp setting.
6. Screen all campers and staff who are arriving at camp. Verify health history and examination. Verify emergency authorization. Identify any observable evidence of illness, communicable diseases and lice. Conduct a health assessment. Keep all medications used by campers and staff.
7. Supervise sanitary conditions throughout camp. Observe daily cleanliness in the food service facility and other areas throughout camp. Report any health problems or symptoms of illness to the camp director.

### Other Job Duties:

- Perform any tasks beyond those assigned as assistance is needed.
- Provide leadership in the camp's risk management program.
- Develop a resource file and obtain information and/or literature concerning health in the camp community.
- Be responsible for contacting parents concerning the status of their child's health by telephone in the following situations; any injury requiring an x-ray, illness requiring an infirmary stay and emergency treatment/accident, etc.
- Be knowledgeable of outside health resources.
- Evaluate medical services.

### Relationships:

A camp nurse relates to the kitchen coordinator to ensure sanitation is upheld in the food services areas. General camp clean-up and housekeeping often identifies the relationship with the camp counselors and the camp nurse with reference to cleanliness and camper and staff health. The nurse is to communicate specific health issues/concerns.

### Qualifications: (Minimum Education and Experience)

- Registered Nurse (RN), Licensed Practical Nurse (LPN), or other medical professional with a license required by state law.
- Current First Aid/CPR certification and experience in first aid and emergency management.
- Valid driver license.
- Experience in both child and adult illness/injury care.
- Desire to work with children and young adults.
- Community health knowledge.

### Knowledge, Skills and Abilities:

- Ability to communicate and work with participating groups (age and developmental levels) and to provide necessary instructions to campers and staff.
- Ability to communicate with parents, staff and administration.
- Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and to apply appropriate behavior management techniques.
- Ability to read prescriptions and health exam reports and consult with the appropriate nurse practitioner or consulting physician.

Physical Aspects of the Job:

- Ability to lift/assist campers and staff.
- Ability to follow directions on medication labels, health forms, physician orders and parent letters.
- Ability to maintain neatly written records
- Physical ability to quickly get to remote locations on camp property over uneven terrain.
- Ability to observe and assess sanitation and safety conditions of the camp.
- Possess endurance to meet emergency needs.
- Ability to drive to off camp health care providers and emergency treatment locations.