

# Camp Leo Cabin Medical Staff Job Description

Job Title: **Cabin Medical Staff**

Classification: **Volunteer Non-Paid**

Reports to: **Camp Director, Medical Director, Executive Director**

## Position Purpose:

Cabin Medical Staff are partnered with a cabin of 6-10 campers, with a counselor and counselor-in-training. You work closely with a lead medical staff person and the camp physician in making and executing medical decisions about your cabin's diabetes management and overall healthcare.

## Qualifications:

- Licensed to practice in the State of Washington as an
  - o Registered Nurse (RN)
  - o Licensed Practical Nurse (LPN)
  - o Nurse Practitioner (ARNP)
  - o Registered Pharmacist (RPh)
  - o Pharm D (Doctor of Pharmacy)
  - o Registered Dietician (RD)
  - o Emergency Medical Technician (EMT)
  - o Medical Doctor (MD)
- Interest in diabetes healthcare, preference given to Certified Diabetes Educators (CDE)
- Experience in child or adult illness/injury care

## Relationships:

- Medical Staff are responsible to the Lead Medical Staffer, Camp Physician or Nurse Practitioner, the Medical Director, and the Camp Director.
- Medical Staff will have a daily meeting as a group with the Medical Lead, Medical Director, and Camp Director to share information and address any issues.
- Medical Staff will have a daily meeting scheduled with the camp physician or nurse practitioner to review their cabin's medical records.
- Cabin Medical Staff is responsible for the daily care and medical needs of their cabin members, including the cabin Counselor and CIT, related to diabetes or any other medical issues that they have. Medical decisions regarding treatment are to be made by the Medical Staff without intervention from the counselors.

## Essential Job Functions:

1. Responsible for the healthcare of the cabin assigned to them.
  - ♦ Follow health care policies and procedures as described in the Camp Leo Medical Policy and Procedure Manual
  - ♦ Maintain accurate and detailed Medical Records for the cabin members, including the Cabin Counselor and CIT, according to state and American Camping Association Standards.
  - ♦ Practice healthcare within the scope of their license
  - ♦ Collaborate with the Lead Medical Staff and Camp Physician on medications, treatments, and health plans.

- ♦ Maintains treatment of health conditions including but not limited to diabetes.
  - ♦ Encourage good diabetes management skills and self-care in their campers.
  - ♦ When they are otherwise occupied ensure that their cabin members have appropriate medical supervision and supplies
2. Responsible for health screening, check-in and check-out process for cabin members.
    - ♦ Verify and update health record with parents at check-in.
    - ♦ Recording necessary health information on intake forms.
    - ♦ Verify emergency contact information and party responsible for picking camper up.
    - ♦ Collect all medications used by cabin members and their directions
    - ♦ Identify any observable evidence of illness or communicable disease
  3. Responsible for keeping appropriate medical and safety supplies stocked in their medical backpacks and cabins.
    - ♦ Includes ensuring the security and availability of any medications for the individuals in their care.
  4. Assist in the direction, supervision, and organization of campers in their cabin, within activities and throughout the camp in order to meet the intended camper outcomes.
    - ♦ Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
    - ♦ Assure campers are properly supervised at all times.
    - ♦ Be aware of and implement safety guidelines.
    - ♦ Encourage campers to express their emotions and feelings.
  5. If needed spend a maximum of 2 nights per session on night BG monitoring duty.
  6. Responsible for cabin supervision during counselor breaks and counselor meetings unless otherwise arranged with the cabin counselor and leadership staff.

**Other Job Duties:**

- ♦ Contribute to verbal and written evaluations and communication as requested.
- ♦ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ♦ Assist in first aid situations as necessary
- ♦ Participate in evaluation of medical services and bring any observed issues to the attention of the medical director
- ♦ Make the “camp magic” happen for your cabin

**Physical Aspects of the Job:**

- ♦ Ability to observe camper and staff behavior and assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to communicate with camper parents about medical issues.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (diabetic, fire, evacuation, illness, or injury) and possess strength and endurance required to maintain supervision of campers.
- ♦ Physical ability to stand for medium term periods and walk at least a mile unaided
- ♦ Requires range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs.
- ♦ Willingness to live in a camp setting and work irregular hours with limited or simple equipment and facilities.
- ♦ Physical ability to stay up at night and participate in night time blood glucose monitoring and emergency response unless you have received a waiver from the Lead Medical Staffer.