



Camp Encore/Coda
Health Care Provider Job Description

Desired Qualifications

- Licensed: RPN, LPN, or EMT; Current CPR or first aid certifications
- Experience with children and young adults desirable
- Ability to originate, update, and/or monitor health care, maintain records, and implement the health care plan
- Desire to work as part of a team and live in a camp community
- Excellent communication and interpersonal skills
- Sense of humor

Responsible to

- Camp Director

General Responsibilities

- To be the health manager for the camp; supervise health and cleanliness standards; work with camp director, staff and other health care providers; and help provide adequate physical health conditions for all.

Specific Responsibilities

- To be primarily concerned with the health, safety, and general welfare of the campers and staff members.
- To handle and assess medical emergencies
- Ensure each staff member and camper has on file a *health history and examination form*, as required.
- To work with camp doctor in implementing his/her 'standing orders' for all procedures
- Set up a system for health screening for arriving campers and staff as well as a system for health screening for trips out-of camp
- Check and issue first-aid kits

- Conduct inventory of supplies, and work with directors in planning and purchasing necessary supplies for the health center and camp at large, ensuring timely arrival of supplies.
- Follow established medical routines including record keeping in the daily medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders.
- 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.
- To determine whether or not a camper or staff member can be treated at camp or needs to be seen by medical/dental personnel in the community and then schedule those appointments
- Inform office manager of appointments so that a driver can be arranged
- To dispense necessary pills and other routine medications to campers and staff as necessary
- To see that all aspects of operation of the Health Care Center are in compliance with Maine State Law and the accreditation standards of the American Camping Association
- To care for individuals who must temporarily stay at the Health Care Center in whatever ways are necessary.
- To pack up the Health Care Center for storage at the end of the camp season.
- To maintain the Health Care Center in a neat and clean way, so that it is suitable to provide service to the camp at all times. This includes changing sheets and other daily maintenance. Infirmary Laundry will be done by the camp cleaning person.
- 1st session nurses shall prepare the 'hot sheet' for both the 1st and the 2nd session
- The day shift health care provider shall be on duty from 7:00 AM to 5:15 PM; the night shift health care provider shall be on duty from 5:00PM to 7:00 AM
- The day shift nurse has one day off per week.
- The night shift nurse has two evenings off per week from 5:00 PM to 11:00 PM
- Keep accident/incident reports that can be used for risk-management assessment.
- Prepare a summary and evaluation of the camp season including inventories, staff evaluations, camper reports on health problems, and make recommendations for the following season
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

COVID Policy

Staff members will need to comply with all guidelines and requirements set by the State of Maine, the US CDC, and Camp Encore/Coda. These guidelines and requirements are constantly evolving and will not be known until the start of camp. They also may change during the camp season. Staff members will need to be flexible, comply with mask-wearing mandates, and be willing to assist with cleaning, supervision of camper hand washing, and other COVID related duties as required.

Essential Functions

- Must be able to read prescriptions and health exams from physicians and do visual examinations of campers and staff
- Have the physical ability to get to remote locations on camp property quickly while carrying a backpack with medical supplies
- The cognitive ability to observe and assess unsanitary or unhealthy conditions of camp
- The ability to work as a member of a team
- Must have the cognitive ability, physical strength and emotional stability to handle medical emergencies and to work with children.
- The physical stamina to function in a rural summer camp setting for the term of employment.

HEALTH CENTER POLICIES - Subject to be revised because of COVID

- Regular hours for 'sick call' are:
 - 8:30 AM - 9:30 AM
 - 1:30 PM - 2:30 PM
 - 7:00 PM - 9:00 PM
- Campers and staff members are to come to the infirmary at other times for emergencies only
- When deemed necessary by the camp health care provider or doctor, campers shall be confined to the infirmary to recuperate from illness. No visitors are allowed except by special arrangement with the directors. A quarantine cabin away from the infirmary will be reserved.
- The on-duty health care provider may leave the infirmary, when not needed there, and should put a sign on the infirmary door as to where they may be reached if needed. (i.e. beach, office, dining hall, etc.) The on-duty health care provider must take the portable radio whenever leaving the infirmary.
- Medications are to be dispensed by the health care provider or an authorized substitute as required by the campers, normally in the dining hall at meals, sometimes at the infirmary.

