

Camp Burt Shurly

Job Description

POSITION: CAMP HEALTH OFFICER
RESPONSIBLE TO: PROGRAM DIRECTOR / CAMP NURSE

QUALIFICATIONS:

In addition to those qualifications listed in the CAMP BURT SHURLY JOB DESCRIPTIONS OVERVIEW, the Camp Health Officer should:

1. Be a licensed physician, licensed physician's assistant, licensed nurse practitioner, registered nurse, licensed practical nurse, licensed emergency medical technician, licensed medical first responder, an adult who is certified as a wilderness first responder or has met the requirements equivalent to those set forth by the National Outdoor Leadership School manual number 16175, an adult who holds certification that is equivalent to community first aid and CPR for the professional rescuer requirements in the American Red Cross manual number 656137 (Responding to Emergencies) or a person who is licensed in another state or Canadian province as a physician, physician's assistant, nurse, or emergency medical technician.
2. Be emotionally stable and capable of making good health judgment.
3. Be able to cooperate with other staff members.
4. Be able to keep accurate detailed records.
5. Be willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities.

RESPONSIBILITIES:

In addition to those responsibilities listed in the CAMP BURT SHURLY JOB DESCRIPTIONS OVERVIEW, the Camp Health Officer is responsible for:

1. Health and safety of all camp personnel.
2. Check in all campers on registration day. Check medical forms. Check physical condition of each camper.
3. Ask parents and camper if he/she is allergic to bee stings or anything else, and if the camper has medication with him/her.
4. All medical forms and health history should be filed alphabetically and kept in the infirmary. When campers have left, these forms need to be filed in the office. Responsible for maintaining security and confidentiality of medical forms while in her care.
5. Office hours for the Camp Health Officer need to be posted on the infirmary door and in Dining Hall. This time should be discussed with the Program Director.
6. The whereabouts of the Camp Health Officer should be known at all times. If the Camp Health Officer leaves the camp, A QUALIFIED INDIVIDUAL should be designated by the Program Director to cover the office.
7. Be alert to regulations pertaining to safety, sanitation, and health. Report any problems to the Program Director.
8. Keep a record of every person, who reports for illness or injury and the treatment given in the infirmary log book with notations regarding date, time, description of accident / illness, treatment and dosage (if applicable).
9. Proper insurance forms should be used when a patient is taken to the doctor or hospital.
10. Notification of parents in case of sickness or accident must be cleared with the Program Director.
11. Order equipment and supplies, with permission. Keep infirmary clean, and keep adequate supplies.
12. Dispense medications to staff and campers at proper times.
13. Warn all camp personnel about dangers of sunburn, poison ivy, and over fatigue. Responsible for overseeing the distribution of water as needed.

TRAINING:

1. Camp Burt Shurly Staff Training.
2. Camp Burt Shurly pre-camp leadership training