



BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

Nurse Job Description

(Children's Summer Therapy Camp Session)

RESPONSIBLE TO: Head Nurse and Camp Director

GENERAL RESPONSIBILITY:

The Camp Nurse serves as the health manager for the camp, supervises the health and cleanliness standards, meets Department of Human Services (DHS) requirements, and helps provide healthful conditions for all campers and staff.

SPECIFIC RESPONSIBILITIES:

1. Clean and organize the Health Cottage, stock shelves and check all inventory and equipment for completeness and for proper functioning.
2. Reviewing camper health forms prior to registration for potential problems such as missing information and proper immunizations. Ensure each camper and staff member has a completed health history form as required.
3. Meet with the parents at opening day check-in to obtain information missing from health forms, including updated information since form was initially filled out. All campers are screened by the nurses. Checks for vital signs, height, weight, and current health status are done upon arrival at camp.
4. Check all medications with parent(s) or legal guardian on opening day to be sure they are properly labeled, that directions on the bottle match the parents' directions, and that there is enough to last the entire session or that arrangements are made to send the required amount.
5. **Responsible for all aspects of medications.** This includes: collecting and organizing medications on opening weekend; notifying unit leaders/counselors, on opening weekend, of each camper's med schedule; administering and seeing that every camper who is to get meds receives them at the proper time; monitoring effects of medications for adverse reactions; documentation of medication administration; organizing and sending all meds home on departure day; provide insurance information when calling in prescriptions for campers or staff.
6. Review all staff medications and determine whether they will be administered by the health cottage or staff member.

7. **Maintain a bound medical log and individual charts on treatment of campers and staff.**
8. Plan and provide training for counseling staff during orientation week. This includes an in-service on basic first aid and health and sanitation. Other in-services are provided for specific activities such as catheterization and enemas as needed.
9. Teach counselors about campers with special medical problems. This may include, but is not limited to: disease process, potential complications, medication side effects and treatments (catheterization techniques, bowel management programs, skin assessment/care, etc.).
10. Notify parents of significant medical problems during, as well as at the end, of the camp session. **Notify parents as soon as possible if a camper is hospitalized or receives emergency treatment.**
11. Consult with other departments (kitchen, PT, OT, Speech, Activities, etc.) regarding health related issues of campers and staff (diets, activity, treatments, therapy, etc.)
12. The nurse is encouraged to attend activities or evening programs if work is completed. **One nurse should remain in or near the Health Cottage at all times.** Leaving the Health Cottage requires: a posted sign and notification to the Office as to whereabouts.
13. Provide first-aid kits for groups when leaving camp grounds for hikes, cookouts, campouts, etc. Organize camper medications to be administered during the trip and teach the counselor proper administration.
14. **Log parent contacts in a notebook that will be shared on a daily basis with the Office.**
15. Provide general first aid and emergency treatment of campers and staff. Assessment and treatment of minor illnesses and injuries using standing orders. Appropriate consultation of and referrals to physician. Facilitate transport for campers/staff requiring more immediate or emergency medical care. Supervise and/or administer medication, ongoing treatments and routine medical care of campers and staff. Ensure proper disposal of medical waste.
16. Inform the office of any work related injury to staff.
17. **Notify the Camp Director immediately concerning any major illness, accident, or medical problem.** Keep the Camp Director informed daily concerning the health of campers and staff. This includes providing a daily list of campers and staff who may not participate in specific activities. Communicate daily with unit leaders and therapists concerning status of ill or injured campers. The Therapy Coordinator needs to be informed of all skin issues.
18. Contact the on-call physician for the camp with any medical questions or issues that may arise.
19. Notify the Camp Director and the Public Health Department of any communicable disease. Comply with the Department of Human Services (DHS) regulations in providing care for campers.

20. **Submit a written report (on DHS forms) to the Camp Director within 24 hours when a camper accident or illness results in an overnight stay in a hospital or clinic.**
21. Keep accident and illness reports that can be used for risk management assessment.
22. Schedule days off through the Head Nurse. Keep the Camp Director informed of the days off schedule. The Head Nurse posts days off on the Master Days Off Calendar in the Camp Office.
23. Prepare a summary and evaluation of the camp season including staffing issues, reports on health problems, and recommendations for the following season.
24. Additional duties as assigned by the Head Nurse or the Camp Director.

QUALIFICATIONS:

1. Must be licensed in the state of Michigan as a Registered Nurse or Licensed Practical Nurse.
2. Current CPR certification – adult and child.
3. Ability to initiate and monitor health care, maintain records, and implement the camp health care plan.
4. Desire to live and work in a camp setting.
5. Spirit of cooperation and ability to work well with others.
6. Suggested: individual malpractice insurance.

ALL STAFF ARE RESPONSIBLE FOR ORGANIZING AND CLEANING THEIR DEPARTMENTS AND LIVING QUARTERS AT THE BEGINNING, DURING, AND AT THE END OF CAMP.