

Job Title: County Health Care Manager (Camp Nurse)

Reports to: Camp Director

Supervising Professional: Camp Director

Qualifications:

- ♦ Registered nurse (RN) with a license as required by individual County and State law or: EMT, Paramedic, Physician, LPN, Wilderness First Responder (The individual can only practice at the level of their certification)
- ♦ CPR certified.
- ♦ Current First aid certification and experience in first aid and emergency management.
- ♦ Driver's license.
- ♦ Experience in both children and adult illness/injury care.
- ♦ Desire to work with children and young adults.
- ♦ Community health knowledge.
- ♦ Camp and/or activity locations in rural or wilderness areas greater than 30 minutes away from emergency services are encouraged to have with the Wilderness First Aid or Wilderness First Responder training.

General Description: Provides health care to both campers and staff during camping event.

Position Purpose: The Health Care Manager is responsible for overseeing the health and safety of campers and staff.

Specific Responsibilities: Ensuring health care of all individuals involved in the camping event to include but not limited to:

- Assessing health needs of campers and staff
- Providing emergency care as needed
- Ensuring medications are dispensed within legal guidelines
- General health care as needed

Relationships: The Health Care Manager has specific relationships with other health care staff which may include volunteer/staff physicians, on-call nurses, or other designated medical staff. A Health Care Manager relates to the Food Service Manager to ensure sanitation is upheld in the kitchen and food service areas. General camp clean-up and housekeeping often identifies the relationship with the Camp Counselors and the Health Care Manager with reference to cleanliness and camper and staff health and to communicate specific health issues.

Equipment Used: Medical equipment necessary to ensure health and safety of campers and staff.

Other Job Duties:

- ♦ Perform any tasks beyond those assigned as help is needed.
- ♦ Supervise health assistant and/or first aid position.
- ♦ Develop a resource file and obtain information and/or literature concerning health in the camp community.
- ♦ Be knowledgeable of outside health resources.
- ♦ Evaluate medical services.

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The WVU Board of Governors is the governing body of WVU. The Higher Education Policy Commission in West Virginia is responsible for developing, establishing, and overseeing the implementation of public policy agenda for the state's four-year colleges and universities.

Adapted from :American Camping Association, Inc.

Essential Job Functions:

1. Provide health care to meet individual needs of camp staff and campers.
 - ♦ Collaborate with other medical staff to meet medical needs.
 - ♦ Follow health care policies/procedures as described in the Healthcare Manual and treatment procedures.
2. Organize, maintain, and utilize adequate resources for serving the health and medical needs of the campers and staff.
 - ♦ Set up the camp Health Center.
 - ♦ Inventory and order all necessary medical supplies and equipment.
3. Maintain accurate and detailed medical records according to state and American Camp Association 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 insurance and 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, 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 standing orders, clinic hours, specific camper health and social needs, health center procedures, emergency procedures, growth and development of age groups, staff health assessment of campers, policies on contacting parents, transportation to outside health facilities, accident prevention and risk management, nutrition, and first aid in the camp setting.
6. Screen all campers and staff who are arriving and departing camp.
 - ♦ Verify health history and examination.
 - ♦ Verify emergency authorization.
 - ♦ Identify any observable evidence of illness or communicable diseases.
 - ♦ 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.
8. Oversee the collection, distribution and proper storage of all prescription medications.
 - ♦ Ensure that campers and volunteers are taking the proper dosage of medications
 - ♦ Return all unused portions to the parents or guardians during camper checkout.

Essential Duties and Responsibilities:

- Health care of all individuals involved in camping activity
- Ensuring all medical supplies are in place for camping event
- Management of medications and dispensing
- Communicating with Camp Director concerning health care and needs
- Managing health care transportation as needed

Competencies:

- Demonstrated skills, knowledge and ability to provide health care in a rural camp setting.
- Understanding of the camp program
- Excellent communication skills both verbally and non-verbally
- Ability to communicate effectively in writing
- Understanding of diverse audiences
- Ability to provide medical care following Title 49, Children on Campus guidelines

Time Requirements: 50-80 hours including time in training and camp.

Location:

Supervisory Responsibilities: Responsible for supervision of healthcare provided during camp...

Knowledge Skills and Abilities:

- Knowledge of WVUES camping program
- Skills necessary to provide healthcare to individuals involved in camping program
- Ability to provide healthcare in a non-traditional setting
- Excellent communication skills.

Physical Aspects of the Job:

- ♦ Ability to lift/assist campers and staff.
- ♦ Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters.
- ♦ Ability to use a telephone.
- ♦ Maintain written record system.
- ♦ Ability to quickly get to remote locations on camp property over uneven terrain.
- ♦ Observe and assess sanitation and safety conditions of the camp.
- ♦ Ability to communicate with parents, staff, and administration about camper health concerns.
- ♦ Possess endurance to meet emergency needs.
- ♦ Ability to drive to off-camp health provider, physician, or emergency treatment locations.

By virtue of my signature, I agree to fulfill the duties as disclosed in this job description. I understand if I cannot fulfill these duties, I must advise the WVU Extension professional in charge so that the duties as assigned can be placed with another individual.

Printed Name: _____

Signature: _____ Date: _____

Signature of Extension Professional: _____ Date: _____