



## NURSE

Nurses are responsible for dispensing medication, caring for ill campers and staff, and administering first aid within the camp community.

### MINIMUM QUALIFICATIONS

- minimum age of 23
- licensed as a professional nurse
- current health care recommended immunizations and normal overall healthy immune system
- current CPR and AED certification
- detailed working and current knowledge of pathophysiology and appropriate medical treatments
- ability to originate, update, and/or monitor health care, maintain records and implement health care plan
- desire to work in a camp community with children and young adults (previous experience with children is desirable)
- ability to respond immediately, make medically sound decisions, and stay level headed in stressful and emergency situations
- must be competent with computer data entry
- physical strength to move and lift patients, medical equipment, etc. (at least 50 lbs.)

### GENERAL RESPONSIBILITIES

- health management of the camp; supervise health and cleanliness standards; work with the camp owners/directors, athletic trainers and staff; treat campers and staff; educate campers and staff, help provide adequate health conditions for all
- follow the steps of the nursing process to assess, diagnose, plan, implement and evaluate individualized health care for all patients
- establish and follow appropriate medical routines including computerized record keeping in the daily medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders and health protocol
- advise athletic trainers and affected staff of potential and actual camper/staff health problems and required camper/staff medications
- coordinate coverage of the health center with athletic trainers
- collect, properly store, and secure camper and staff medications; meet with parents regarding campers' medication; prepare and dispense medication as per physicians' and parents' instructions; post hours for daily medications and health calls
- make appointments, when necessary, with medical and dental professionals; arrange transportation and accompany campers to appointments if necessary; fill prescriptions at the pharmacy
- inform camp directors of any illness requiring a doctor's visit
- place phone calls to parents in the event of any camper's illness, doctor's visits, or the need to send a camper home; meet with parents upon their arrival to discuss camper's illness
- check in and check out camper medications in the database system; run daily medication logs
- place follow-up phone calls to parents when ill children return home
- participate in areas of staff training pertaining to camp health and safety, first aid, and use of universal precautions for infection control
- participate in staff training emergency drills

- work side-by-side with local health officials and camp directors in case of any communicable disease outbreaks, etc.
- keep complete records; timely completion of incident reports, daily log and treatment entries, medication logs, etc., in the camp database system
- keep the nurses areas of the health center clean and maintain its supplies
- prepare a summary and evaluation of the camp season including inventories, staff evaluations, camper health problem reports, and recommendation for the following season
- prepare and actively participate in staff training meetings and supervisory conferences
- assist with camper and staff health screenings
- assist Athletic Trainers when needed
- assist with staff drug testing
- assist with communicable disease testing
- screen for lice as necessary

Keep in mind that these are not the only duties. Due to the variety of situations that may arise, others duties may be added or reassigned as necessary.

## HOURS

Nurses are “on duty” during health center office hours and “on call” (on a rotating basis) throughout the day and night.

## GENERAL RULES

Nurses are responsible to the camp directors. All staff members are expected to abide by all policies and procedures with a positive attitude and to assist in enforcing said policies. Potential staff members should understand that campers’ needs for health, safety, and happiness come first. It is the staff’s responsibility to provide a positive learning experience in a safe and clean environment so that campers feel good about themselves and their accomplishments.

1. Illegal drugs, weapons, alcohol, smoking and nicotine products on camp grounds are strictly forbidden. Abuse of this policy is grounds for immediate dismissal.
2. Cell phones and internet enabled devices may only be utilized during non-work hours and in designated areas. Abuse of this policy shall lead to confiscation of said items. All staff must have their personal social media pages set to private.
3. Staff fraternization with campers and CIT’s is strictly forbidden and is grounds for immediate dismissal. Furthermore, directors are not permitted to fraternize with their immediate staff members.
4. Coed visitation is strictly forbidden in restricted areas and is grounds for immediate dismissal.
5. Appropriate dress is required.
6. Follow and comply with all rules, regulations, policies and procedures outlined in the ISTC staff handbook.