

Camp Mardela

Camp Nurse

Position Description

FUNCTION

To serve as the primary medical person in charge of HealthCare and medical history review of campers and staff, promote the health and safety of campers through the administration of camper medications, using first aid skills to care for medical issues that arise, and keep record of incidents.

LINE OF AUTHORITY

Responsible to the Camp Administrator

REPORTABILITY

Camp Nurse is required to report camper health information to counselors and staff as it affects their ability to provide the campers with quality care. At the end of each program, the Camp Nurse will return health forms to the Camp Administrator. At the end of the summer, the Camp Nurse will report necessary incidents to the Maryland Department of Health that are required, and will return the health log to the Camp Administrator.

QUALIFICATIONS

- A strong Christian Faith.
- Must be at least 21 years of age
- Exhibit a cooperative spirit and commitment to the team effort at Camp Mardela
- Must have valid First Aid, CPR, and CMT certification at minimum
- Acceptance of Camp Nurse responsibilities

ACCOUNTABILITY

The Camp Nurse is responsible to the Administrator.

RESPONSIBILITIES

1. Registration
 - a. Be present at registration to collect and check Health Forms are all
 - i. signed by a parent or guardian
 - ii. completed within 6 months of camp attendance
 - iii. record past medical treatment, immunizations, and allergies
 - iv. describe health conditions that may require special considerations
 - v. have signed permission for camp to seek necessary emergency medical treatment
 - b. Make special notes of medications, treatments, dietary restrictions, allergies, and/or physical limitations on the Health Forms
 - c. Medically screen each camper and staff according to the standing order guidelines.
 - d. Notify camper's counselor and if necessary the Director of any medications or limitations
 - e. Notify the kitchen staff of any food allergies or dietary restrictions of campers
2. Daily Health Responsibilities

- a. Be on camp at all times, or on call at all times
 - b. Keep medications under lock and key and administer as prescribed
 - c. Perform duties assigned by the camp physician according to the standing orders. Any deviation from the standing orders must be in consultation with the camp physician
 - d. Place orders for First Aid Supplies through the Administrator
 - e. Keep inventory of infirmary supplies and keep in clean, working order
 - f. Provide continual supervision of those in the infirmary
 - g. Maintain and restock all First Aid Kits
3. Record Keeping Responsibilities
- a. Keep legal record in bound volume of every treatment administered.
 - b. Maintain a list of staff/volunteers with First Aid, CPR, and other health certifications. Call on one of these persons as needed, especially if Camp Nurse is off camp property
 - c. Maintain accurate, up-to-date permanent medical file of all campers and staff persons, including health examination, health forms, release forms, and waivers if they apply.
 - d. Keep a list of emergency numbers on hand at all times.
 - e. Review Camp Mardela's Health Care Plan and make suggestions
4. Emergency Health Responsibilities
- a. Fill out insurance forms and be sure the Director is aware of any persons leaving for medical reasons
 - b. Make emergency calls to parents and emergency personnel as laid out in the emergency contact procedures