Camp Nurse Job Description

Qualifications: Position requires a registered nurse, nurse practitioner, physicians assistant or a licensed practical nurse recognized by the state in which the camp is located.

Reports to: Camp Director

Scope of Job: Help ensure the successful and high quality operation of our camp from a healthcare perspective.

Responsibility: Coordinate all health care functions and oversee execution of health care policies and procedures.

Duties Include:

**Healthcare Related:**

- Day to day responsibility for implementing Emagination Computer Camps Health Care Plan. This includes providing First Aid, individual health care, maintaining health records, administering and managing medications, collaborating with external health care providers and communicating with parents/guardians.
- During emergencies or crises, lead and coordinate the camp's response from a healthcare perspective in order to provide for the health and safety of campers and staff.
- Review camper and staff Health History Forms. Collect any medications to be administered to staff and campers and check for observable evidence of illness, injury, or communicable disease and verify and update the Health History Forms.
- Set up and maintain the nurse's station and infirmary room.
- Maintain and follow state medical and treatment standards, as well as American Camping Association standards for Health Care.
- Manage and handle the collection, storage and packaging of all medications in camp.
- Administer prescribed medication and practices in order to support the recovery and/or maintenance of a camper's or staff member's health.
- Maintain camp health logs. Keep records of any health/medical treatment administered at camp.
- Report, to the appropriate parties, all incidents resulting in injury requiring professional medical treatment.
- Provide necessary and appropriate information and training to camp leadership staff and corporate team members.
- Coordinate with the Camp Director in making arrangements with external healthcare providers and specify how communication about health issues will occur.
- Communicate and coordinate, as appropriate, with parents/guardians regarding a camper's or staff member's health care issues.

**Other:**

- Attend Staff Orientation Program as well as staff meetings as requested by the Camp Director.
- As requested by the Camp Director, assist in the teaching of the healthcare section of the Staff Orientation Program.
- Assist and supervise in the overall operation of the camp as requested by the Camp Director.
- Assist in the set up and breakdown of the camp.
- If requested by the Camp Director, provide supervisory duties on weekend trips, during evenings and during recreational activities.
- If requested by the Camp Director, transport campers and/or staff in camp vehicles.

Revised 2-12-13