

Medical Personnel Job Description

GENERAL DESCRIPTION:

Promotes positive health habits and practices at camp. Responds to camper, staff and volunteer health concerns within the scope of his/her professional responsibility.

GENERAL REQUIREMENTS:

- **Must be a Medical Doctor, Registered Nurse, Graduate Nurse, Licensed Practical Nurse, Emergency Medical Technician or a holder of a current registered Standard First Aid certificate, or equivalent.**
- **Lives his/her Christian faith and is willing to be an example to others.**
- **Love of children and camping a definite asset.**
- **Willing to participate in camp activities and share time, talents & knowledge with others.**

RISK ASSESSMENT AND REQUIRED SCREENING:

- **High Risk: Position presents opportunities to be alone with children or youth. Opportunities exist to exert influence over children and youth.**
- **Staff and Volunteers engaged in High Risk positions must have a Police Record Check completed and supply a minimum of three references.**

RESPONSIBILITIES AND DUTIES:

- Responsible to the Camp Director while at camp.
- Should attend a pre-camp orientation for all camp staff and volunteers.
- Receives keys to medical cabin and washrooms from the Camp Director on arrival at camp.
- Must attend pre-camp meeting held the first day of camp prior to campers' arrival.
- Assists Director in selecting an emergency vehicle and ensures keys are placed in a designated location in kitchen.
- Obtains any health and registration forms for all campers, staff and volunteers from the Director. Returns the forms to the Director at the end of camp.
- During camper registration, collects all medication and updates all health information. At this time, ensures that all medications are labelled clearly with the campers' names on them.
- After registration, double-checks with Head Cook regarding camper's food allergies.
- Stores all medication in a locked cupboard.
- Dispenses all medication and records it in Medical Treatment book.
- Arranges transportation to emergency facility if necessary.
- Ensures that all staff are aware of the campers' special health care needs.
- Identifies and informs counsellors of specified dispensing times.
- Documents all visits to the medical personnel by campers, staff members and volunteers (must record concerns, complaints, treatments and/or advice given).
- Checks at the beginning and end of each camp session to ensure that first aid boxes in the dining and recreation halls, at the swimming pool, and the over-night fanny packs are complete. Replenishes supplies as needed throughout the camp session.
- Ensures first aid kits are complete and dispatched on all hikes and campouts.
- Accompanies campers & staff to the beach on beach day (with 1st aid kit).

- Sends campers' medication with counsellors on campouts with clear dispensing instructions and ensures that medication is returned.
- Monitors washroom cleanliness. Reports any concerns to the Camp Director.
- Responsible for daily camper cabin inspection, encouraging clean tidy cabins.
- Supervises and inspects dishwashing to ensure Department of Health regulations are followed.
- Will assist putting them away if time permits.
- Ensures that all tables in dining hall are washed prior to meals and mug-up. If time permits, the medical person may do this, otherwise the tables should be washed by the activity group responsible for setting the tables.
- Ensures that dining hall floor is mopped/swept after mealtime. At least once per camp, all tables should be moved and the entire floor mopped.

END OF CAMP :

- Ensure medical supplies are replenished (including all first aid kits). Make a list of supplies needed and give to Camp Director or call a member of the Board's medical committee so new supplies can be brought out to camp.
- Washes used linens and returns them to the medical cabin. Used/soiled linens from the medical cabin are not to be washed in the washing machine by the kitchen.
- Returns all campers' medication on the last day of camp.
- Returns keys to the Director on the last day of camp.
- Completes evaluation form(s).