



CAPE COD SEA CAMPS

Camp Nurse Job Description

Responsible to:

Nurse Practitioner/Nurse Manager, Executive Director, Directors, Consulting Pediatrician

General Responsibilities:

1. To assist in the operation of the Cape Cod Sea Camps consistent with the CCSC philosophy, goals and objectives.
2. To assist other health personnel in the supervision of all aspects of the Cape Cod Sea Camps medical services.

Specific Responsibilities:

1. Assist health personnel in assuming responsibility for the total health of the camp.
2. Assist in the organization and setting-up of the CCSC Health Center and MDC Health Station.
3. Assist in the inventory of necessary medical supplies and equipment.
4. Assist in developing and stocking First Aid Kits for camp including:
 - Out of camp trips, camp vehicles, kitchen, offices, activity areas, waterfront, Long Pond facility and other important areas of camp.
5. Assist in maintaining accurate and detailed medical records including:
 - Staff and camper health forms, with special attention to immunization compliance
 - Health Center Log of daily clinic visits
 - Charts for Health Center In-patients
 - Progress notes for campers and staff with complex health issues
 - Daily reports of restricted activities for campers and staff
 - Medication Administration Records
 - Incident Report forms
6. Meet with camp nurse practitioner and consulting pediatrician as needed.
7. Assist in providing a staff orientation to health services at camp which includes:
 - Overview of standing orders, clinic hours, specific camper health and social needs, Health Center rules, emergency procedures, growth and development of age groups, staff health assessment of campers, policies on contacting parents, transportation to outside health facilities, accident prevention, nutrition, and first aid in the camp setting and universal precautions
8. Check all health forms of campers and staff and inform administrative staff of any specific health problems.
9. Assist in the health screening of all campers and staff who are arriving and departing from camp including:
 - Verification of health history and examination
 - Verification of emergency authorization
 - History of recent exposure to communicable disease
 - Review of the CCSC policies for the collection, storage and administration of medications
 - General health assessment
10. Assist in a general health screening of all campers and staff during the summer including a general inspection of cabins, unit areas, showers, bathrooms and observation of general camper and staff health.
11. Assist in the supervision of sanitary conditions in the food service facility. Reporting any symptoms of illness to Nurse Practitioner and CCSC Director.

12. Assist in the organization and administration of regular daily clinic hours, utilizing the current standing orders for issuing treatment and medications.
13. Review and assist in the modification of standing orders with the other nurses and camp consulting pediatrician and nurse practitioner.
14. Assist in the collection, storage and administration of medications to campers and staff following the policies of CCSC and other regulatory agencies
15. Assist other health personnel in contacting and searching out health resources in the community.
16. To assist in the evaluation of the CCSC health services.
17. To perform any tasks beyond those assigned, as help is needed.

Minimum Requirements:

1. Licensed as a Registered Nurse in the Commonwealth of Massachusetts
2. Experience working with children and young adults
3. Ability to originate, update, and/or monitor health care, maintain records, and implement the health care plan and standing orders
4. Current CPR and First Aid certifications
5. Desire to work and live in a camp community
6. Ability and experience in supervising campers
7. Ability to relate to one's peer group
8. Ability to accept supervision and guidance
9. Ability to lead or assist in the teaching of an activity
10. Good character, integrity, and adaptability
11. Enthusiasm, sense of humor, patience and self-control
12. Ability to meet the public

Essential Functions:

1. Ability to communicate and work with groups participating (age and development levels), and provide necessary instruction to campers.
2. Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to drive to physician or emergency treatment locations
4. Ability to lift or assist campers or staff
5. Ability to read prescriptions and health exams for the nurse practitioner or camp consulting pediatrician
6. Physical ability to get to remote locations on camp property quickly
7. Ability to use the telephone
8. Ability to observe and assess unsanitary or unhealthy conditions of camp
9. Ability to keep neat and orderly records