



BAY CLIFF HEALTH CAMP - NURSE: SEASONAL

Children's Summer Therapy Camp

Camp Nurse: Seasonal

RESPONSIBLE TO: Head Nurse and Camp Director

The camp nurse(s) at Bay Cliff Health Camp have the opportunity to provide comprehensive nursing care in a beautiful summer camp setting for a group of children and youth with unique and varied health care needs as well as for the camp staff.

The camp nurses are the primary health care resource for the campers and staff when they have health care issues. They are health managers for the camp, supervise health and cleanliness standards, help meet Department of Human Services (DHS) requirements, and help provide healthful conditions for all campers and staff.

MINIMUM QUALIFICATIONS:

Must have:

- a love and a desire to work with children and youth with special health care needs while living and working in a camp setting.
- a Registered Nurse or Licensed Practical Nurse license in the state of Michigan.
- a current CPR certification-adult and child.
- ability to initiate and monitor health care, and maintain appropriately documented records.
- a spirit of cooperation and ability to work well with others.

PHYSICAL REQUIREMENTS:

Ability to:

- carry out all physical requirements for Bay Cliff Health Camp Safety Plan.
- move safely across uneven surfaces.
- sit/stand for long periods of time.
- transport light to moderate objects short distances.
- lift light objects from one level to another.
- make healthy decisions to promote physical and emotional stamina.

SPECIFIC RESPONSIBILITIES:

- Reviewing camper health forms prior to registration for potential problems such as missing information and proper immunizations. Ensure each camper and staff member has a completed health history form as required.
- Meet with the parent(s)/guardian(s) at opening day check-in to obtain any information missing from health forms, including updated information from the time the form was initially completed.
 - a. All campers are screened by the nurses.



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- b. Check for vital signs, height, weight, and current health status upon arrival to camp.
- Check all medications with parent(s) or guardian(s) on opening day to ensure they are properly labeled, directions on the bottle match the parents' directions, and there is enough to last the entire session or that arrangements are made to send the required amount.
- Supervise and/or administer medication, ongoing treatments, and routine medical care of campers and staff including:
 - a. Providing general first aid and emergency treatment of campers and staff,
 - b. Assessment and treatment of minor illnesses and injuries with the aid of standing orders.
 - c. Appropriate consultation of and referrals to physician as indicated.
 - d. Helping to determine the need for and facilitate the arrangement of appropriate transport for campers/staff requiring more immediate or emergency medical care in consultation with camp administration.
- Responsible for all aspects of medications including:
 - a. Collecting and organizing medications on opening weekend
 - b. Notifying unit leaders/counselors on opening weekend of each camper's med schedule.
 - c. Administering medications and seeing that every camper receives them at the proper time.
 - d. Monitoring effects of medications for adverse reactions
 - e. Documentation of medication administration
 - f. Organizing and sending all medications home on departure day
 - g. Providing insurance information when calling in prescriptions for campers or staff.
 - h. Delegation of any medication administration must be done according to current state guidelines and nursing professional practice standards.
- Review all staff medications and determine whether they will be administered by the health cottage or the staff member themselves.
- Maintain a bound medical log and individual charts on treatment of campers and staff,
- Plan and provide training for counseling staff during orientation week. This includes an in-service on basic first aid and health and sanitation.
 - a. Other in-services are provided for specific activities such as catheterization, enemas, etc. as needed as well as training as appropriate for UAP's (Unlicensed Authorized Personnel) regarding medication administration.
- Teach counselors about campers with special medical problems. This may include, but is not limited to:
 - a. Disease process
 - b. Potential complications



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- c. Medication side effects and treatments
- d. Catheterization techniques, bowel management programs, skin assessment/care etc.
- Notify parents of significant medical problems during, as well as at the end of, camp.
Notify parents as soon as possible if a camper is hospitalized or receives emergency treatment.
- Consult with other departments (Kitchen, OT, PT, Speech, Activities, etc.) regarding health-related issues of campers and staff (diets, activity, treatments, therapy, etc.).
- The nurses are highly encouraged to attend activities and evening programs that are part of the Bay Cliff experience as responsibilities permit.
 - a. **One nurse should remain in or near the Health Cottage at all times.**
 - i. Leaving the Health Cottage requires a posted sign and notification to the camp office as to whereabouts.
- Provide first-aid kits for groups when leaving camp grounds for hikes, cookouts, campouts, etc. Organize camper medications to be administered during the trip and teach the counselor proper administration. Delegation of any medication administration must be done according to current state guidelines and nursing professional practice standards.
- Log parent contacts in a notebook that will be shared with the camp office on a daily basis.
- Inform office of any work-related injury to staff.
- **Notify Camp Director immediately concerning any major illness, accident, or medical problem.**
 - a. Keep the Camp Director informed daily concerning the health of both campers and staff. This includes providing a daily list of campers and staff who may not participate in particular activities.
 - b. Communicate daily with unit leaders and therapists concerning status of ill or injured campers.
 - c. The Therapy Director needs to be informed of all skin issues.
- Contact the on-call physician for the camp with any medical questions or issues as needed.
- Implement strategies as outlined in the communicable disease plan.
 - a. Notify the Camp Director and Public Health Department of any reportable communicable disease.
 - b. Comply with Department of Human Services (DHS) regulations in providing care for campers.
- Ensure proper disposal of medical waste.
- Submit a written report (on DHS forms) to the Camp Director within 24 hours when a camper accident or illness results in an overnight stay in a hospital or clinic.
- Properly document accident and illness reports that may be needed for risk management assessment.



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- The associate nurse(s) schedules days off through the head nurse who will keep the Camp Director informed of the days off schedule.
 - a. The Head Nurse posts days off on the “Master Days Off Calendar” in the Camp Office.
- Prepare a summary and evaluation of the camp season including staffing issues, health problems, and recommendations for the following season.
- Clean and organize the Health Cottage, stock shelves and check all inventory and equipment for completeness and proper functioning.
- Cooperate with any possible necessary additional duties as may arise and assigned by the Head Nurse (if an associate nurse) or Camp Director.

OTHER RESPONSIBILITIES:

- All staff are responsible for organizing and cleaning their departments and living quarters at the beginning, during, and at the end of camp.