



BAY CLIFF HEALTH CAMP

The Nook and Bridge Health Cottage Nurse: Short-Term Seasonal

RESPONSIBLE TO: **Bay Cliff Administration**

The camp nurse(s) at Bay Cliff Health Camp have the opportunity to provide nursing care in a beautiful summer camp setting for children and young adults with unique and varied health care needs as well as for the camp staff. 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 healthy conditions for all campers and staff.

MINIMUM QUALIFICATIONS:

Must be:

- dependable and mature.
- positive, enthusiastic, and patient.
- able to work independently.
- an effective problem solver.
- adaptable and flexible.
- attentive to details.
- 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.

PHYSICAL REQUIREMENTS:

Ability to:

- 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.

RESPONSIBILITIES:

- Reviewing camper health forms prior to camper arrival for potential problems such as missing information and proper immunizations. Ensure each camper and staff member has a completed health history form as required.
- Check all medications with parent(s)/guardian(s) or participants on arrival 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:

The Nook and Bridge Health Cottage Nurse: Short-Term Seasonal

- Providing general first aid and emergency treatment of campers and staff
- Assessment and treatment of minor illnesses and injuries with the aid of standing orders
- 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:
 - Collecting and organizing medications on arrival
 - Administering medications and seeing that every camper receives them at the proper time.
 - Monitoring effects of medications for adverse reactions
 - Documentation of medication administration
 - Organizing and sending all medications home on departure day
- Maintain a bound medical log and individual charts on treatment of campers and staff.
- 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.**
- 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 administration immediately concerning any major illness, accident, or medical problem.**
 - Keep the administration informed daily concerning the health of both campers and staff.
- 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.
 - Notify camp administration and Public Health Department of any reportable communicable disease.
 - Comply with Department of Human Services (DHS) regulations in providing care for campers.
- Ensure proper disposal of medical waste.
- Fill out and submit incident reports to camp administration, as requested, 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.