

Western Plains District Outdoor Ministries Team
Nursing Staff Job Description and Agreement – 2016 Camping Season

The Outdoor Ministries Team (OMT) would like to work with and support nurses as part of the program at Camp Colorado and Camp Mt. Hermon. We created these guidelines to help you know what is required of your participation at camp. This signed agreement clarifies and records your commitment to this important role in caring for the children of the Church of the Brethren. After signing this agreement and BEFORE your week of camp, please send a copy to the OMT chair: Jan Hurst, 1315 East Euclid, McPherson, KS 67460.

The OMT (and the states of Colorado and Kansas) require a certified nurse on site at each camp session. This staff person is usually selected by and invited by one of the session Co-directors. The qualifications of the camp nurse include:

- Must be at least 21 years of age.
- Must be a currently licensed nurse (or is someone licensed in Health Care and certified in First Aid and CPR) in the state of the camp you are serving.
- Camp Colorado's regulations are very specific; please consult with the Camp Colorado Manager to make sure that you qualify for the position of nurse.
- Have a commitment to Christ and the ability to live as a Christian in daily contact with others, demonstrating high moral and ethical behavior.
- Be a team player and possess a positive, proactive attitude.
- Demonstrate a love for children and a willingness to engage in a sacrificial investment of time and energy on their behalf.
- Demonstrate an ability to work creatively with a small group but at the same time be open to the guidance and assistance of the Co-directors.
- Camping experience is helpful but not mandatory.
- Be in communication with one of the Co-directors prior to your camp week(s).

I, _____ commit to serving as a Nurse for the _____ camp session at Camp _____ which will occur on the following dates: _____ through _____.

As a Nurse for this Western Plains church camp, I understand that I am responsible for, but not limited to, the following:

- 1) Fill out the Volunteer Application Form and send it to the Western Plains District Office.
- 2) Participate in various training programs for Camp Colorado and Camp Mt. Hermon staff and volunteers.
- 3) Read the guide: *The Basics of Camp Nursing*. A copy of this book should be found in the nurse's quarters at camp. It is also available on Amazon.com.
- 4) Ascertain that medical supplies are stocked for the week, including portable first-aid kits for hikes.
- 5) Work according to Standard Operating Procedures, on file in the camp office(s), for medical personnel.
- 6) Keep a log of medication dispensed to whom and when and any incident requiring medical assistance and the action taken (both yours and others').
- 7) Conduct an interview of each leader prior to camp registration and an interview of each camper on registration day, before the parents leave. During this interview, you will:
 - a. help the leader or camper feel comfortable with you
 - b. verify completion of medical portion of the Health Form by the camper/staff's personal physician
 - c. do a visual evaluation of the leader or camper
 - d. take camper's temperature and note it
 - e. do a brief check of camper for head lice, OR ask if their school has had a recent outbreak of lice.
 - f. collect and document the medications of each leader and camper
 - g. store all medications in the nurse's room in a lockable cabinet for safe keeping
 - h. clarify any questions related to health issues of the camper, i.e. allergies, limitations, emergency contact information, etc.
- 3) Make sure that Co-directors know your whereabouts at all times.
- 4) Attend large-group camp activities such as campfires. Participate in camp program as Co-directors prefer.

- 5) Accompany campers to off-site large-group activities such as swimming, fishing, and service projects.
- 6) Coordinate with Co-directors in case parents must be contacted mid-week because health issues arise.
- 7) Be the only person to administer the campers' medications.
- 8) Administer Standard First Aid when needed and/or direct it to be done by Co-directors and Counselors.
- 9) In the event of a medical emergency, ill or injured campers and staff will be transferred to the closest medical facility. The Camp Manager or a Co-Director will go with that person. The nurse must stay with the larger group at camp.
- 10) Ask all Counselors, Counselors-in-Training and Staff to keep their medications in the locked medicine storage cabinet.
- 11) Only the nurse and manager will have keys to the medicine cabinet.
- 12) Count medications and return them to parents at departure time.
- 13) Restock supplies at the end of your week.
- 14) At the end of camp, duplicate all documents and records and file one copy with camp records and keep one copy for verification if the need arises.