

**POSITION TITLE:** Camp Nurse  
**SALARY CLASSIFICATION:** Non-exempt  
**REPORTS TO:** Administrator  
**JOB NO:** TBD  
**DATE:** 4/6/06  
**REVISED:** 3/7/06

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## **SECTION 1 Purpose**

1.1 The age of the campers served: \_\_\_under 1 year; \_\_\_ 1 – 4 yrs; X 5 – 12 yrs; X 13-17 yrs; \_\_\_18-22 yrs

1.2 The primary purpose of this position

1.2.1 To provide medical care, promote health maintenance and to provide health education to campers.

## **SECTION 2 Duties and Responsibilities**

2.1 Health Maintenance and Prevention

2.1.1 N/A

2.2 Medical Treatment

2.2.2 Coordinates care of ill/injured children, including checking children for cuts, bruises, etc. when brought to the nurses' office.

2.2.3 Provides immediate medical treatment and follow-up emergency illness or injuries of children with local hospital

2.2.4 Examines child after each physical control, notifies on-call physician and faxes Order Form to that physician.

2.2.5 Provide emergency medical support to staff and directs to appropriate medical services

2.3 Maintains Client Files

2.3.1 Insures that all medical and nursing care provided is documented in the bound nursing logbook by writing in the date, time, code and your signature every time a child is seen.

2.3.2 Collects all logs that document enuretic, encopretic and menstruating episodes and returns paperwork to each site at end of camp.

2.3.3 Completes nursing section of incident reports including signature and date, and returns incident report to counselor.

2.3.4 Transfers camper information from bound nursing logbook to separate documents organized by site (Nursing Office Administrator only)

2.4 Medication Management

2.4.1 Order medications from the pharmacy as needed (at camp only).

2.4.2 Administer medication as ordered by MD/APN. Completed by separating medications according to group and then placing these bags per supervisor.

2.4.3 For each group leaving camp for off-site trips, prepare the medications, first aid kits and emergency room information.

2.4.4 Signs all Medication Administration Records (MARS) and is accountable for proper documentation of medication changes on MARS.

2.4.4 After medication is disseminated by counselors, collects all medication bags to ensure that all medications were given. If medications are found, then contact supervisor to bring child to nurses' office.

2.4.5 Picks up Physician's/APN's orders and implements, as needed.

2.5 Health Teaching and Counseling

2.5.1 Provides health teaching and counseling to each client regarding medications, illness, self-care and other pertinent medical issues

2.5.2 Prior to camp, provides staff in-servicing and health education at orientation (Nursing Office

- Administrator only)
- 2.5.3 Prior to camp, provides camp information to YCS site nurse managers (Nursing Office Administrator only)
- 2.6 Meeting
  - 2.6.1 Attends daily administration meeting (Nursing Office Administrator only)
- 2.7 Miscellaneous
  - 2.7.1 Attends camp orientation
  - 2.7.2 Works hours between 8:00 AM – 8:00PM
  - 2.7.3 Works on-call between the hours of 8:00 PM – 8:00 AM as scheduled and completes necessary on-call documentation
  - 2.7.4 Review/complete nurses' timecards with Administrator (Nursing Office Administrator only)
  - 2.7.5 Prior to camp, coordinate medical supplies, medications and paperwork (Nursing Office Administrator only)
- 2.8 Other Knowledge, Skills, Abilities Required
  - 2.8.1 Demonstrates knowledge of principals and practices of nursing regulations
  - 2.8.2 Demonstrates knowledge of child health and psychiatric disorders
  - 2.8.3 Demonstrate knowledge of medications, purpose and side effects
  - 2.8.4 Demonstrate skills in pediatric health assessments
  - 2.8.5 Demonstrates competent technical nursing skills, such as health care screening under the supervision of the Nursing Administrator
- 2.9 Interpersonal Skills
  - 2.9.1 Demonstrates empathy and compassion in conduct toward campers
  - 2.9.2 Demonstrates respect, cooperation, consideration, and tact in dealing with subordinates, peers, supervisors and others
- 2.10 Cooperate with the applicable State department or division licensing unit with all reasonable and legally mandated inspections or investigations

### **SECTION 3 Educational requirements**

- 3.1 Associates Degree/Diploma
- 3.2 Current NJ State License LPN or RN or APN
- 3.3 Current CPR Certification

### **SECTION 4 Experience required**

- 4.1 One year preferred

### **SECTION 5 Training and other requirements**

- 5.1 Maintain yearly core competency training and credentialing and privileging
- 5.2 Must be legally permitted to work in the United States and pass a criminal background check

### **SECTION 6 Supervisor, Internal, External Contacts**

- 6.1 May supervise Nursing/Medical Assistant
- 6.2 The usual internal and external contacts
  - 6.2.1 Internal – Program Administrator, staff, campers, Director of Health Services
  - 6.2.2 External – Community agencies, guardians (when applicable) and the public

**SECTION 7 Essential physical/sensory demands and travel involved with position**

7.1 Essential physical/sensory demands of position

7.1.1	Sitting	Frequently
7.1.2	Standing	Frequently
7.1.3	Walking	Occasionally
7.1.4	Lifting	Occasionally
7.1.5	Carrying	Occasionally
7.1.6	Pushing/Pulling	Occasionally
7.1.7	Bending	Occasionally
7.1.8	Reaching	Frequently
7.1.9	Visual	Frequently
7.1.10	Hearing	Frequently
7.1.11	Speaking	Frequently

7.2 Travel involved with the position

7.2.1 Occasionally

**SECTION 8 Machines or equipment used**

8.1 Telephone, computer, photocopier, fax, and usual nursing office equipment

**SECTION 9 Working conditions**

9.1 Camp nursing environment which may include heat, rain, bugs, animals and other outdoor adventures.

9.2 Any safety conditions or hazards associated with this position

9.2.1 Possible exposure to physical and/or verbal altercations with campers

9.2.2 Possible exposure to communicable illnesses

**SECTION 10 Additional comments**

10.1 Additional responsibilities as directed by supervisor(s)

Please note this job description provides a general summary of responsibilities and should not be construed as any promise of employment. Also, YCS reserves the right to change the job description with or without prior notice.