

## Camp Ho Mita Koda, Summer 2010

### Camp Nurse, LPN

**Job Summary:** The Camp Nurse will work under the direct supervision of the Head Nurse to assist with the daily management of summer camp dispensary operations. **The Camp Nurse will live on-site (overnight residence required) at Camp Ho Mita Koda and be available for a minimum of one full camper session to provide nursing coverage, including overnight on-call rotations.** He/she will abide by Camp Ho Mita Koda Medical Policies and American Camp Association guidelines. The Camp Nurse will receive direct support from the Head Nurse and will interface with the Camp Medical Director, Senior Medical Staff attending physicians, Camp Director and the DAGC Nurse Educator.

**Camp Ho Mita Koda** is a residential summer camp for children ages 6-15 who have Type 1 diabetes. Campers attend age-grouped sessions, with up to 64 campers per session. It is located on 72 wooded acres in Newbury, Ohio (Geauga County), just 25 miles east of Cleveland. Having diabetes is not a required prerequisite for working at Camp Ho Mita Koda.

**Camp Schedule:** Dispensary Training (June 10-11), Staff orientation week (June 13-17), Open House (June 19), Session 1 (June 20-June 24), Mini Camp (June 26), Session 2 (June 27-July 8), Session 3 (July 11 -July 22), Session 4 (July 25-July 29) and Session 5 (August 1-August 3) and last day for staff (August 4). Staff is not permitted to take time off while camp is in session to attend summer school classes, exams, vacation, or other personal commitments. Time off is given between sessions.

#### Required Qualifications:

##### General

- Graduate of an accredited school of nursing.
- At least 21 years of age.
- LPN with current licensure in the state of Ohio.
- Prefer 1-2 years nursing experience.
- Prefer experience working with children with diabetes
- Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: reference checks, state and FBI background screening including fingerprint checks, and sex-offender registry check.

#### Required Certification & Training:

- Must attend and participate in Camp's Dispensary Training and at least on Resident Physician orientation session. Must attend and participate in staff meetings and any scheduled education or skills sessions throughout the summer season.
- Must possess current First Aid and CPR certifications that remain valid through August 2010.

**Essential Functions, Knowledge, Skills and Abilities:** The Camp Nurse must be able to perform all the essential functions required of a licensed practical nurse and be able to demonstrate the following essential knowledge, skills and abilities:

- Function as a nurse during designated times in the dispensary, at activity sites, and as part of the overnight, on-call rotation.
- Assist/carry out medical orders of physicians, including medication and insulin administration.
- Become familiar with each camper and his/her chart and maintain confidentiality.
- Possess working knowledge of current principles and techniques and procedures related to nursing, diabetes management and care, including blood glucose monitoring, insulin algorithms, management of hyper and hypo glycemia, and CPR and first aid. Ability to perform first aid, CPR, and treatment for hyper and hypo glycemia in an emergency and in any other situation when found necessary.

- Flexible and creative thinker with ability to act quickly and calmly in emergency situations making proper judgments as to the correct course of action.
- Is proactive, dependable and cooperative. Possess strength, patience, flexibility and endurance required to maintain consistent care of campers for 3-day, 5-day and 12-day resident camping experience
- Follow established routines including record keeping, accident/incident reports, managing and safeguarding medications, proper disposal of medical waste, and utilizing approved standing orders.
- Establish and maintain effective working relationships with other camp employees and volunteers. Display a positive, responsible, courteous and friendly manner at all times and be willing to work as part of a team.
- Work in collaboration with other nurses, student nurses, medical volunteers, Resident Physicians, Senior Medical Staff and attending physicians.
- Become familiar with and act in compliance with Camp Ho Mita Koda's Medical Policies.
- Abide by assigned dispensary staff schedule to ensure coverage for each session of camp.
- Enforce safety and health regulations as required by the American Camp Association, Camp Ho Mita Koda and the Geauga Department of Public Health. Ability to abide by and enforce Camp Ho Mita Koda Medical Policies.
- Attend pre-camp Dispensary Training and attend and participate in at least one pre-camp Resident Physician training session at Camp Ho Mita Koda.
- Attend weekly meeting with Head Nurse and other dispensary staff and volunteers. Attend camp staff meetings as assigned.
- Communicate with parents on telephone about camper health during camp sessions.
- Assist with diabetes education programming with campers on an as-needed basis. Education may include informal sessions or structured sessions guided by established curriculum.
- Assist with organization and inventory management of diabetes supplies and dispensary supplies and equipment.
- Desire and ability to work with children with diabetes. Recognize and respond to opportunities for problem solving in the group. Monitor camper behavior and prevent problems.
- Ability to accept supervision and guidance.
- Effective negotiation and conflict resolution skills.
- Perform work in an efficient, effective, safe and timely manner. Report to work stations at scheduled times.
- Ability to use basic computer skills to maintain and submit records and reports and e-mail correspondence.
- Ability to adapt to new situations and group living.
- Communicate clearly and concisely in English, verbally and in writing and understand and follow written and oral instructions and procedures.
- Focus attention on tasks, which may be routine, or repetitive, without losing concentration or becoming distracted by external activities; adapt to interruptions, equipment failures, unusual demands, or changing priorities.
- Set a good example for campers and staff including demonstration of camp rules, attitude, punctuality, diabetes control, table manners, sportsmanship, etc.
- Other duties as assigned

### **Working Conditions and Physical Demands**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job:

- Camp Ho Mita Koda is a residential summer Camp with building and program sites located throughout a 72 acre wooded campus. Terrain is hilly in some areas and program areas are accessible by gravel or unpaved paths. The majority of the Camp program is designed as a physically active, primarily outdoor program.
- The Camp Nurse resides at Camp and sleeps overnight in a private or semi-private cabin or private room within a building.

- The Camp Nurse will work a variety of hours, including early mornings, evenings, weekend and overnights. The Camp Nurse will receive break times each day, a minimum of one 24-hour period off between residential camp sessions, and one 24-hour period off during 12-day sessions.
- The Camp Nurse will be exposed to outdoor weather conditions, including extreme heat and/or cold, and will have exposure to wet and/or humid conditions.
- The Camp Nurse is exposed to potential hazards including blood borne pathogens and toxic or caustic chemicals.
- While performing the duties of this job, the Camp Nurse is required to sit, stand, walk, talk and hear. He/she is required to reach with arms and hands and use hands to use objects and tools. Bimanual dexterity is needed to give injections, change infusion sites, put on gloves, administer medications (oral, eye drops, ear drops, nose drops, topical), check and record vital signs, and computer and written documentation. A sense of touch using hands is required to locate and count pulses in various sites.
- Due to the nature of potential activities, the full range of physical movements is required in this position, including walking, running, lifting, bending, squatting, twisting, lifting, pulling, and pushing. The Camp Nurse must be able to exert up to 50 lbs. of force frequently, and/or up to 20 lbs. of force frequently.
- Vision, which may be corrected, includes the following required abilities; close vision, distance vision, depth perception, ability to adjust focus, and peripheral vision to see: Patient skin color, nail bed color, eye color, tissue appearance; Read temperatures on various thermometers; Read orders and notes on computer and/or paper; Read labels on medications; Note markings on medications; Reading measurements on syringes; medication cups, droppers, pumps, drainage bags etc.
- Hearing, which must be in a normal range as measured by a standard audiogram, must allow the Camp Nurse to hear the following: Heart, lung, and bowel sounds; blood pressure. Respiratory sounds without stethoscope; Patient verbalizations--speech, crying, moans, etc.

#### **Performance Evaluation:**

The Camp Nurse will be formally evaluated by the Head Nurse and/or Medical Director at the end of his/her camp session if he/she is contracted for a single session or mid and end of summer if contracted for the entire camp season. Informal evaluations such as daily observations, spot checks, and feedback from attending physicians may occur throughout the summer. Key components of evaluation include: Quality of Work, Working Relationships and Interpersonal Skills, Judgment and Problem Solving, Initiative and Communication.

#### **Benefits**

- \$650.00 per week.
- The Camp Nurse receives paid orientation and training prior to start of first residence camp session. Training time is paid on a pro-rated basis.
- The Camp Nurse position is temporary, and does not include health insurance.
- The Camp Nurse receives free meals and snacks (staff have same menu as campers) during residence camp sessions.
- The Camp Nurse receives break times each day, a minimum of one 24-hour period off between residential camp sessions, and one 24-hour period off during 12-day sessions.
- A great opportunity for leadership, knowledge about diabetes, new friends, great memories, and a summer of fun spent outdoors in a beautiful setting!