JOB DESCRIPTION

Position: Camp Medical Director

Direct Supervisor: Camp Medical Board

The camp medical director is a licensed physician with specialized training and experience in asthma and/or pulmonary medicine. Previous experience as a camp physician is greatly preferred. This is a two-year commitment; the first year the Medical Director is assisted by the immediate past Medical Director, the second they mentor to Medical Director Elect.

Essential Job Functions:
- Part-time leadership position
- Help recruit health care staff; designate a daily on-call physician
- Help recruit children who meet selection criteria for camp
- Assist in the acquisition of medical supplies and equipment
- Review and/or revise Standing Orders
- Lead camper selection process
- Assist with pre-camp chart development
- Review and evaluate asthma education curriculum
- Provide general supervision of the entire health care team
- Provide medical orientation to camp counselors
- Actively participate at camp (half-time minimum)
- Provide health assessments during opening day check-in or during daily “clinic time” and as needed in health services/infirmary
- Assist with medication passing as necessary
- Assist with camper asthma education
- Respond to emergency situations and communicate priorities for action
- Interact positively and professionally with health care team and camp staff
- Provide camp-wide care as necessary
- Participate in camp activities
- Assist in preparing close of camp communication to parents and health care providers
- Assist with inventory and packing of health services/infirmary at close of camp

Licensure and Experience:
- Licensed in state of camp program
- Interest and/or experience with pediatric asthma
- Broad knowledge of the pathophysiology of asthma, medications utilized in the treatment of asthma, allergens and allergic responses

© 2001, Consortium of Children’s Asthma Camps
Position: Clinic Director/Head Nurse

Direct Supervisor: Camp Medical Director

This full-time position is responsible for the supervision and coordination of the health care staff during camp to ensure an overall high standard of care. Primary job duties include providing leadership in the selection of campers, development of a camp-wide care plan and the recruitment, orientation, training and evaluation of the health care team.

Essential Job Functions:
• Full-time leadership position
• Recruit health care team and determine camper to staff ratio
• Organize and lead pre-camp orientation and training sessions
• Assist medical board with camper selection
• Coordinate pre-camp chart development
• Review campers’ dietary restrictions with camp cook; identify appropriate substitutions
• Manage the setup, orientation and operation of health services/infirmary
• Oversee check-in and closing day activities at camp
• Plan and oversee medical staff meetings/rounds with camp medical director
• Ensure chart documentation meets medical guidelines
• Ensure curriculum goals are met as defined by the asthma camp education guidelines
• Demonstrate effective teaching style and positive interaction with staff and campers
• Respond to emergency situations and set and communicate priorities for action
• Interact positively and professionally with health care team and camp staff
• Act as a mentor for all staff
• Provide camp-wide care as necessary
• Participate in camp activities
• Meet with parents at close of camp to review camper’s experience and medical care
• Coordinate inventory and packing of health services/infirmary at close of camp
• Complete staff evaluations

Licensure and Experience:
• Licensed in state of camp program
• Related certifications such as CPR, PALS, ALS, etc. preferred, not mandatory
• Proficient emergency response and first aid skills
• Broad knowledge of the pathophysiology of asthma, medications utilized in the treatment of asthma, allergens and allergic responses
• Previous camp experience or experience working with children in a health care capacity
• Previous supervisory experience

Key Qualities:
☐ Self-starter/self motivated  ☐ Likes working with children  ☐ Organized/Detail oriented
☐ Adaptable/Flexible  ☐ Responsible/Reliable  ☐ Works well with diversity
☐ Leadership skills  ☐ Solution oriented  ☐ Overall positive attitude

© 2001, Consortium of Children’s Asthma Camps
JOB DESCRIPTION

Position: Camp Physician

Direct Supervisor: Camp Medical Director

Camp physicians will be present at various scheduled timed throughout camp. Primary duties include sharing rotating ”on-call” responsibilities, providing and overseeing medical care, distributing medications and reviewing and resolving camper care concerns.

Essential Job Functions:

• Part-time leadership position
• Disseminate information about camp to other professionals in the community
• Help recruit children who meet selection criteria for camp
• Participate in and resolve cases presented at daily medical rounds
• Write orders and complete documentation per guidelines
• Assist with pre-camp chart development
• Provide health assessments during opening day check-in or during daily “clinic time” and as needed in health services/infirmary
• Assist with medication passing as necessary
• Assist with camper asthma education
• Respond to emergency situations and communicate priorities for action
• Interact positively and professionally with health care team and camp staff
• Act as a mentor for all staff
• Provide camp-wide care as necessary
• Participate in camp activities
• Assist in preparing close of camp communication to parents and health care providers
• Assist with inventory and packing of health services/infirmary at close of camp

Licensure and Experience:

• Licensed in state of camp program
• Interest and/or experience with pediatric asthma
• Broad knowledge of the pathophysiology of asthma, medications utilized in the treatment of asthma, allergens and allergic responses
JOB DESCRIPTION

Position: Registered Nurse/Nurse Practitioner

Direct Supervisor: Clinic Director or Head Nurse

Full-time registered camp nurses or nurse practitioners will work with a group of campers and function as their primary educator and health care provider. As a member of the health care staff, the nurse/nurse practitioner will also be required to work in the health services/infirmary, support camp-wide activities and partner with the camp staff to accomplish camp program objectives.

Essential Job Functions:

- Fulfill scheduled commitment for camp
- Attend pre-camp orientation and training sessions
- Assist with setup, check-in and closing activities at camp
- Actively participate in chart development and review
- Help identify campers requiring additional attention with their health needs and asthma education
- Attend medical staff meetings/rounds as scheduled
- Accomplish curriculum goals as defined by the asthma camp education guidelines
- Demonstrate effective teaching style and positive interaction with campers
- Complete and maintain charts per documentation guidelines
- Respond to emergency situations and set priorities for action
- Interact positively and professionally with health care team and camp staff
- Act as a mentor for new staff
- Administer medication to camp group as scheduled; conduct bedtime assessments
- Participate in cabin/group activities
- Participate as scheduled for health services/infirmary shifts
- Assist with inventory and packing of health services/infirmary at close of camp
- Meet with parents at close of camp to review camper’s experience and medical care
- Attend post-camp evaluation session

Licensure and Experience:

- Licensed in state of camp program
- Related certifications such as CPR, PALS, ALS, etc. preferred, not mandatory
- Basic first aid skills
- Possess basic knowledge in: pathophysiology of asthma, medications utilized in the treatment of asthma, allergens and allergic responses
- Previous camp experience or experience working with children in a health care capacity

Key Qualities:

☐ Self-starter/self motivated ☐ Interest in working with children ☐ Organized/Detail oriented
☐ Adaptable/Flexible ☐ Responsible/Reliable ☐ Works well with diversity
☐ Leadership skills ☐ Solution oriented ☐ Overall positive attitude

© 2001, Consortium of Children’s Asthma Camps
JOB DESCRIPTION

Position: Respiratory Therapist

Direct Supervisor: Clinic Director or Head Nurse

The Respiratory Care Practitioner (RCP) will partner with the camp staff to accomplish camp program objectives.

Essential Job Functions:
- Part-time to full-time position
- Attend pre-camp orientation and training sessions
- Assist with setup, check-in and closing activities at camp
- Actively participate in chart development and review
- Help identify campers requiring additional attention with their health needs and asthma education
- Attend medical staff meetings/rounds as scheduled
- Accomplish curriculum goals as defined by the asthma camp education guidelines
- Demonstrate effective teaching style and positive interaction with campers
- Document therapy, medication administration, respiratory assessment and education provided per guidelines
- Administer ordered neb treatments and M.D.I.’s/P.D.I.’s
- Assist with bedtime camper respiratory assessments as delegated by cabin nurse, including breath sounds, peak flow and M.D.I. or inhaler delivery
- Assist in instruction of campers on names, dosages and appropriate administration of respiratory medications and inhalers
- Encourage cabin groups to practice breathing and relaxation exercises during rest times
- Monitor campers for proper technique when using M.D.I.’s, P.D.I.’s, nebulizers and peak flow meters
- Be available for spirometry tests or for assistance in Health Services/Infirmary
- Respond to emergency situations as directed
- Interact positively and professionally with health care team and camp staff
- Act as a mentor for new staff
- Participate in cabin/group activities
- Assist with inventory and packing of health services/infirmary at close of camp
- Meet with parents at close of camp to review camper’s experience and medical care
- Attend post-camp evaluation session

Licensure and Experience:
- Licensed as a RCP with the State’s Board of Medical Practice or credentialed by the NISRC as a CRT or RRT student working under the direct supervision of an RCP
- Experience in asthma education with children is preferred

Key Qualities:
- Self-starter/self motivated
- Adaptable/Flexible
- Leadership skills
- Likes working with children
- Responsible/Reliable
- Solution oriented
- Organized/Detail oriented
- Works well with diversity
- Overall positive attitude

© 2001, Consortium of Children’s Asthma Camps
JOB DESCRIPTION

Position: Camp Pharmacist

Direct Supervisor: Clinic Director or Head Nurse

The camp pharmacist will partner with the camp staff to accomplish camp program objectives.

Essential Job Functions:
- Part-time to full-time position
- Assist with pre-camp chart development
- Assist in pharmacy set-up and pack-up
- Update camper medication boxes after medical rounds as necessary
- Manage camper medications and inventory
- Attend medical rounds as a source for drug information
- Accompany the mobile Health Service to activity sites
- Assist with camper asthma education
- Assist with emergency situations as needed
- Interact positively and professionally with health care team and camp staff
- Act as a mentor for all staff
- Participate in camp activities
- Attend post-camp evaluation session

Licensure and Experience:
- Licensed in state of camp program
- Broad knowledge of the pathophysiology of asthma and pharmacologic therapy