

Roundup River Ranch Job Description

Title: Staff Nurse

Reports to: Nursing Director and Medical Director

Position Summary:

The primary role of the Staff Nurse is to ensure the safety, health and wellbeing of campers and their families, staff, and volunteers at Roundup River Ranch when camp is in session. This is a seasonal opportunity for a uniquely qualified, motivated, and experienced nurse who seeks to make a difference in the lives of children with chronic and life-threatening illness. Good nursing judgment, skills, willingness to learn and ability to work within a team are essential for this position. Equally important is to relate positively to campers and to support their medical needs within our philosophy of intentional programming.

Qualifications:

- State of Colorado Registered Nursing License
- Professional Liability Insurance
- Current certification in CPR and PALS/ENPC
- Minimum of 2 years clinical nursing experience
- Pediatric experience in the specialty areas we will be serving
- Clinical proficiency with medical procedures, equipment, protocols used at camp (IV access, TPN/central venous and port access, G-tubes, and pumps)
- Flexibility, teamwork, a positive attitude
- Good communication skills and excellent people skills
- Strong organizational skills
- Weekend and evening work required

Key Responsibilities:

Clinical:

- The staff nurse works with the Nursing Director and Medical Director, to facilitate a medically sound and safe camp experience while ensuring The Depot is prepared and ready for campers to arrive.
- To attend and participate in staff orientation and act as resource for volunteer medical staff.
- Work with the medical staff and medical volunteers to provide routine and emergent clinical care to campers and staff on site.
- Monitor camper and staff health on a daily basis in their assigned cabin, as well as assisting with other campers and staff as necessary. To then seek further evaluation by medical team at The Depot when needed.
- Preparation and administration of routine scheduled medications to campers, staff and volunteers in accordance with the standing orders and The Depot Policy and Procedure Manual, or as ordered by a physician or physician extender. Methods of medication administration include: Oral, IM, SQ, IV, topical, ophthalmic, nebulization.
- Care, maintenance and use of various types of Central Lines. Administration of various infusions such as: IV fluids for hydration, TPN and antibiotics.
- Ensure all camper medication administration/procedures/treatments are completed on time and documented as outlined in The Depot Policy and Procedure Manual
- Practice universal precautions at all times

- Assist the Medical Director, Nursing Director or volunteer doctor to provide feedback and information to parents. Be prepared to answer parents' questions on opening and closing day of each session. Complete a camp medical summary letter to go home with medications at check out for each camper.
- Follow camp standards of medical record confidentiality for camper, staff, and volunteers.
- Know where the campers in your cabin are at all times and report missing campers immediately
- Ensure camp property is respected
- At the end of each session, ensure that The Depot is clean, safe and ready for the following session.
- Provide regular and positive feedback to campers on their achievements. Handle group issues in a fair, positive and age appropriate manner and be aware of and sensitive to campers' fears and concerns.
- Provide various levels of First-Aid Care including splinter removal, minor burn care, evaluation of injuries, abrasion care, as detailed in the Standing Orders of the Medical Policies and Procedures manual.
- Provide overnight, on-call and back-up coverage.
- Update, maintain and assure accuracy of medical information in the camper/staff database
- Coordinate transport of camper to other medical facility when health needs arise
- Coordinate transport of lab specimens to appropriate lab facilities and follow up on all results
- Communicate with all relevant camp staff concerning camper's diagnosis, care, and treatment to ensure all campers are provided a healthy and safe environment
- Anticipate, prepare and assure supplies and equipment are available for individual camper's with special needs.
- Ensure a maintenance request form is filled in immediately if any equipment is in need of repair or poses a risk to others
- Prepare and distribute medical supplies to program areas and cabins (AED, first aid kits, spill kits, etc.)

Administrative:

- Participate as a member of the medical team and collaborate with the camp staff to ensure camp safety at all times.
- Ensure Accident/Incident/Near miss report forms are filled out accurately and immediately reported.
- Abide by and comply with all policies and procedures as listed in the contract, manual and in orientation.
- Assist with keeping inventory lists and update them before, during and after summer sessions
- This is a residential position. Accommodation will be provided for the duration of the contract and meals will be provided while camp is in session

Created by Ali Garrett, Nursing Director
Updated November 2011