

**Title:** Medical Director

**Organization:** Roundup River Ranch, a Provisional Member of the Association of Hole in the Wall Camps

**Reports To:** Executive Director

**Start Date:** May – June 2010

The Medical Director is responsible for the medical well being of the campers that attend Roundup River Ranch. This position entails overseeing a medical staff of full time employees, volunteers and seasonal employees; ensuring that the medical center meets or exceeds all applicable standards and is efficient and well equipped; and working as a liaison with the Medical Advisory Committee, the Board of Directors, staff, partner and other hospitals, volunteer health organizations and the medical community to create a high quality medical program that will result in a wonderful, medically sound experience for the campers. Roundup River Ranch is a provisional member of the Association of Hole in the Wall Camps and will open in the summer of 2011. The Medical Director is responsible for working with the Camp Director, the Executive Director and all staff to guide medical and nursing program development which will ensure that the medical component of the camp is in place to safely and effectively serve campers during the summer of 2011 and beyond. Qualifications include a Medical Degree (MD or DO); current CO license; current Board certification in Pediatrics, Family Medicine or Emergency Medicine with pediatric training; current Pediatric Advanced Life Support certification; and a minimum of 5 years of post residency clinical experience.

**Job Responsibilities:**

- Develop, implement and maintain camp medical policies and procedures
- Develop and implement the policies of the camp together with the camp's Medical Advisory Committee
- Identify the equipment and supplies to be maintained at camp and ensure functionality
- Hire, manage and direct the camp medical staff including providing education and ongoing training and recruit, manage and direct the camp medical volunteers all in coordination with the Executive Director and Camp Director.
- Develop and provide medical orientation to program staff and volunteers prior to each camp session
- Create, develop, and maintain effective hospital partnerships and relationships
- Create, develop, and maintain effective volunteer health organization relationships
- Review and approve all camper applications to make sure the camp can medically support each accepted camper in coordination and with the support of the Camper Recruiter
- Oversee and provide medical care for campers (and their families during family sessions) and staff and oversee the overall health and well-being of campers and staff
- Report to the Executive Director, Medical Advisory Committee, Board of Directors and coordinate with the Camp Director regarding the medical activities of the camp
- Organize and oversee the distribution of scheduled medications for applicable campers and staff

- Determine treatment and administration of appropriate medication(s) for common medical problems
- Ascertain if a camper or staff member requires higher level evaluation by way of blood work, x-rays, or subspecialty consultation. If required, responsible for coordinating appropriate transportation, facility and personnel to ensure expedient care
- Develop and implement the medical component of a crisis management plan, including emergency procedures
- Determine if emergency services must be contacted to manage a catastrophe or urgent care situation
- Provide communication with camper's referring medical team and/or family when needed
- Work closely with Camp Director to ensure the coordination of medical and program activities
- Develop and manage the medical budget of the camp and identify and implement cost savings opportunities
- Oversee all medical compliance and medical licensing for the camp and its staff and establish and maintain standard operating medical procedures in collaboration with the Medical Advisory Committee
- Attend organizational meetings and trainings as requested
- Participate in special projects and other duties, as requested including coordination with and reporting to the Association of Hole in the Wall Camps and support Roundup River Ranch's development activities.
- Support the mission, vision and values of Roundup River Ranch
- This is a full-time position and the Medical Director is expected to be on site whenever camp is in session
- Many of the job responsibilities will be accomplished in coordination with the Nursing Director and certain responsibilities may be delegated to the Nursing Director

**Applications:**

Review of applications will begin immediately and will continue until the position is filled. A resume with an accompanying cover letter may be submitted by email attachment to [ruth@roundupriverranch.org](mailto:ruth@roundupriverranch.org) or mailed to Ruth Johnson, Roundup River Ranch, PO Box 8589, Avon, CO 81620.