

**PENNSYLVANIA LIONS BEACON LODGE CAMP  
JOB DESCRIPTION**

- JOB TITLE:** NURSING PERSONNEL
- HOURS:** On call twenty-four hours per-day: Session schedule arranged by the Head Nurse, in consultation with Camp Coordinator.
- WAGES:** Wages are based on experience & number of years worked for Beacon Lodge
- BENEFITS:** Room and Board, Social Security, Workmen's Compensation and Unemployment Compensation.
- SUPERVISOR:** Head Nurse under direct supervision of Camp Coordinator. All other nursing personnel under direct supervision of Head Nurse in consultation with Camp Coordinator.
- QUALIFICATIONS:** Nursing Personnel will be licensed RN's and/or licensed LPN's, Certified Medical Assistants and Emergency Medical Technicians may function as treatment nurses only.

**DUTIES:**

1. Screen all staff members upon arrival at camp.
2. Review all camper health forms and note specific medications and instructions. Campers must turn in ALL medications, prescriptions and over the counter.
3. Screen all campers upon their arrival at camp and complete the health screening form. Including:
  - \*Counting Pills to ensure the proper amount for entire stay.
  - \*Head Check for lice.
  - \*Body Check and document any bruises, sores, etc.
4. Maintain a current file of health forms for immediate use. Place all camper files for that particular session in plastic bin for prompt access.
5. Conduct scheduled sick calls.
6. Administer medications according to the procedures outlined in the Nursing Protocol Manual.
7. Refer campers and staff requiring additional medical attention to the appropriate medical facility and keep a record of these referrals.
8. Record ALL patient visits in the health logbook and on the reverse side of the individual health screening cards.
9. Complete incident reports for all illnesses and injuries!!! Work along with counselors to complete incident reports immediately after incident occurs. ALL campers/counselors that are sent to the hospital must have an incident report attached to their file and a copy handed directly to the Camp Coordinator in a timely manner.
10. When away from the infirmary, leave a sign designating the exact location of the Nurse on Duty. Also, make an announcement over the loud speaker of what nurse is on duty.
11. Inform the counseling staff about any medical information which will aid in care of a particular camper. To facilitate this provide a roster with updated medical information to each counselor at the staff orientation meeting, and attend the second staff orientation meeting on each arrival day.

12. Maintain the infirmary in a safe and sanitary condition as per both ACA standards and State Health Department requirements.
13. On checkout days be sure ALL meds are returned and labeled to individual campers!
14. Become familiar with Nursing Protocol Manual and follow the standing orders contained therein.
15. Work with Camp Coordinator when making referral decisions to assure the health of the camper and to protect the camp from legal liability.
16. Maintain all First Aid Kits.
17. Work with counselors in preparing special activities. Duties may include approval for camper participation, examination of campers before and after activities and medication packaging.
18. Record pre/post activity screenings on the reverse of individual health screening cards.
19. Cleaning Duties: 1. Sweep infirmary floors. 2. Bleach counters as needed. 3. Keep bathrooms in clean and stocked. 4. Keep all medications in a neat and orderly fashion.

#### **Additional Responsibilities FOR HEAD NURSE ONLY**

20. Requisition of supplies from House Director for both infirmaries.
21. Submit opening and closing of supply inventory for both infirmaries.
22. Create duty schedule for all nurse staff to ensure the camp always has a nurse on duty.
23. Schedule pre-camp and in-service training for counseling, domestic, canteen and/or maintenance staff as requested by Camp Coordinator.
24. Perform any other duties as requested in order to assist in operating a more successful summer camping program.