

# Nebraska Lutheran Outdoor Ministries

## Health Care Coordinator

### Qualifications

- Current Certification in Standard First Aid and CPR required
- At least 21 years of age
- State of Nebraska licensed Registered Nurse
- Previous experience in the health care field preferred
- Experience with children and young adults preferred
- Ability to originate, update and/or monitor health care, maintain records, and implement the health care plan
- Current driver's license and good driving record

### Essential Functions

1. Must be able to read prescriptions, medical history forms and health exams from physicians.
2. Must be able to use the telephone.
3. Must be able to observe and assess unsanitary or unhealthy conditions of camp.

### General Responsibilities

1. To provide support and supervision of health care services for staff and campers.
2. To train health care staff in proper procedures and documentation related to health care, sanitation and cleanliness.
3. To provide daily on site support for health care specialists, staff and volunteers or check in daily via video chat
4. To fulfill other staff administrative roles

### Responsible To

The Director of Programs will provide direct support and supervision.

### Support Services

1. Review health care procedures and incidents making sure reports and documentation are in place.
2. Monitor phone calls, documentation, medications and follow up reports being sure we are prepared for the camper and that "after care" steps are taken care promptly.
3. Serve as a teacher, mentor and supervisor for the Health Care Specialists.

### Prior To Camp

1. Conduct inventory of supplies and place orders with Executive Director ensuring timely arrival of supplies.
2. Sort and stock supplies in appropriate locations making sure items are stored properly.
3. Gather padlocks, tackle boxes, bags for double lock medications and first aid kits for program needs. Stock and have ready for use.
4. Review the Health Care Plan and submit for review by the local clinic. The physician signed copy should be back to NLOM by May 1.
5. Update and revise health care information sheets, report forms and other incident forms as needed. Duplicate and have ready for use.
6. Tour the site looking for problem areas, determining locations for first aid stations and supplies and post emergency information.
7. Have a personal conversation with each Health Care Specialist prior to the arrival at camp.

### Specific Responsibilities Related to Staff Training

1. Obtain and file a health history form for each summer staff.
2. Review staff health history forms prior the arrival of the summer staff. Conduct a health care check with the staff member upon arrival on site. Collect medications and establish a medication schedule for staff training.
3. Participate in and assist with specific sessions of staff training pertaining to camp health and safety,
4. Assist in training staff on the health care procedures used at Carol Joy Holling and Sullivan Hills including the use of the daily log, documentation of treatment, and the use of first aid kits.

**Specific Responsibilities Related to Health Care Services**

1. Assist the Health Care Specialists in reviewing camper health care forms in a systematic way prior to the campers' arrival at camp.
2. Develop and Implement a health screening for campers and staff, as well as a system for health screening for trips out-of-camp.
3. Instruct the Health Care Specialists in appropriate medical procedures including records in the daily medical log, disposal of medical waste, managing and safeguarding medications, universal precautions and utilizing approved standing orders. Monitor and provide supervision.
4. Work with the kitchen staff to make sure camper's food allergies are monitored and cared for.
5. See that the appropriate staff properly completes accident/incident reports.
6. See that Health Care Specialists provide written documentation for parents/guardians of treatment provided to the camper during their stay at camp. Provide parents with follow-up instructions and notification of injuries and illnesses prior to campers leaving camp.
7. Monitor/evaluate with the Health Care Specialists camp procedures, facilities, and conditions and suggest modifications that would create more healthful conditions in the camp. Provide back up support for the Health Care Specialists.
8. Weekly review of the daily medication and health checks records.
9. Assist Health Care Specialists in packing and issuing first-aid kits. Monitor use and restock as needed.
10. Serve as a role model for other staff by caring for self in a healthy fashion.

**Other**

1. On Friday check with Health Care Specialists to be sure they are ready for Sunday camper check in.
2. Monday morning meet with the Health Care Specialists to review camper check in notes and determine what information is needed from physicians, parents, or ministry leaders.
3. Being at camp on Sunday to assist with camper check in is not expected but preferred.
4. Complete other duties as assigned.