

## Job Description – Health Officer

### **Position Concept:**

The camp health officer is a member of the camp staff who is designated to provide first aid and health/safety assistance during camp, under the direction of the supervising local nonresident camp physician. The camp health officer works under standing orders or from protocols in a standard first aid manual. The camp health officer contacts the local non-resident physician or camp supervising physician if he/she has questions or in situations that are not obviously covered by the standard first aid manual. This is a full time live in position.

### **Qualifications:**

At least 18 years old.

Must be a Physician, RN, LPN or EMT.

Must be a registered member of the Boy Scouts of America.

Be able to safely lift 75lbs

Must be able to work the entire summer.

### **Pre-camp Preparations**

Preparation is critical in being able to perform your job as camp health officer. During "staff week" you should ensure that the following tasks are completed :

- The health office is cleaned and supplies are inventoried and replacements ordered.
- The health office is organized and set up.
- Using existing resources, the local council's written plan on bloodborne pathogens is reviewed and updated as needed. The staff is trained in this plan.
- Selected staff members are trained to assist in the staff medical screening process, as needed.
- A medical screening is conducted for each member of the staff.
- The staff is trained in CPR, first aid, safety/accident prevention, and OSHA universal precautions. (If you are not qualified as a trainer in any of these fields, we will arrange for qualified personnel to perform that training.)
- The camp staff members to help with medical screening are selected and a training date is set.
- The entire camp is reviewed for health-related concerns.

### **Duties During Camp**

During the camp season, your duties may include any or all of the following:

- Conduct medical screening upon camper checkin.
- Set up a medicine dispensing plan. All scouts are self medicated but medications are stored in the health office.
- Dispense medicine daily and maintain records.
- Treat in-camp injuries and sickness.
- Maintain the first aid log, with periodic review and sign-off by the camp director.
- Set up a system for maintaining health records that allows for easy access.
- Follow up with the unit leaders on the reporting of cases of injury or illness in their troops.
- Close out weekly with a medicine and records review.
- Weekly, review the camp first aid log and share it with the camp director. This review should include analysis of incidents and accidents to determine if any special attention or training is needed. Share this analysis with the camp management. See that corrective action items are established as a result of this review. Have the camp director initial the log book.
- You may be given teaching assignments for both youth and adults. Assignments may include subjects such as:
  - First aid
  - CPR
  - Accident prevention
  - Safety

### **Closing Camp**

These are your duties in closing the camp for the season:

- Inventory all supplies and equipment.
- Prepare an end-of-season report.
- Give all incident reports, medical records, and log books (by week for the season) to the camp director to be kept on file in the local council service center.
- Move equipment to storage.