



JOB DESCRIPTION

The Painted Turtle seeks to reach beyond illness, to inspire children with chronic and life-threatening illnesses to become their greater selves.

Title: Nursing Director

Department: Medical

Reports to: Health Center Director

Status: Full-time; year round

Location: Offsite; at camp for session specific needs

Updated Date: October 2018

Summary: A unique opportunity to manage the nursing program at a world-class medical specialty camp for children with chronic medical conditions. Founded by actor and philanthropist Paul Newman, The Painted Turtle provides an exhilarating, medically safe camp experience for campers whose conditions require medical supervision by specialty physicians, nurses, and other health professionals. Reporting to the Health Center Director, and in collaboration with the Health Center Director and the Health Center Director, the Nurse Director is responsible for ensuring the safety, health and well-being of campers, family members and staff.

Qualifications:

- Bachelor's Degree in Nursing required
- 3 years of pediatric acute or critical care required
- Experience as a manager, charge nurse or other leadership position preferred
- Master's Degree a plus

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Administrative

- Participate in Partner relationships-coordinate with Medical Specialty Teams (Disease-specific expert group of advisors & collaborators)-collaborative summer and family weekend program development and operation
- Participate in all "session planning meetings" to ensure the coordination of medical and program activities
- Maintain and update list of referring institutions, nurses, social workers, child life and other auxiliary medical team members with Camper Recruiter (CR).
- Will set-up, maintain contacts and accounts with local pharmacies, hospitals, EMS, Fire Departments (for obtaining needed medications, laboratory procedures, transport, biomedical QA, waste removal, etc).
- Update, maintain and assure accuracy of medical information in the camper/staff computer database.
- Maintain required federal and state records and reports regarding the use of narcotics and restricted medications at Camp.
- Ensure the Well Shell meets all applicable regulations and standards of the State of California Dept of Health, OSHA and the American Camping Association (for example, record keeping of campers and staff, biomedical waste disposal etc.)
- Develop medical education program and resource materials for nurses/ camp staff.
- Prepare for site visits from regulatory agencies- DHS
- Work in coordination with Health Center Director (HCD), Medical Director (MD), Nurse Manager (NM) and Camp Director (CD) for daily health surveillance of campers and staff
- Responsible for knowing and adhering to the policies and procedures contained within the Camp Manual.
- Participate in MAB meetings as directed
- Submit feedback/reports from each session experience to Health Center Director

- In conjunction with Health Center Director review annual budget in relation to medical staff and medical program operations
- Rotating administrative call during camp session with Health Center Director and Nurse Manager

Camper Selection Process – year round program and summer sessions

- Assist in camper admissions selection process with HCD, CR, Medical Specialty Team (recruitment, referral, screening, selection)
- Assist in reviewing individual health status of campers and staff before and during camp sessions with follow up post camp if necessary.

Staffing- year round and summer

- Develop staffing needs and recruitment strategy for summer and weekend programs
- Provide job descriptions for staff nurses, volunteer nurses and allied health professionals
- Coordinate recruiting, screening, verification of qualifications, selection, assignment and evaluation of nurses and allied health professionals for summer and weekend programs.
- Create medical staff housing assignments for each session

Supervision Of The Infirmary During Camp Sessions - Summer and Weekend Programs

- Create a healing, welcoming environment within The Well Shell and provide an atmosphere of good morale and well – being among the camp family
- Ensure that medical staff follow The Painted Turtle medical policies, procedures and delivery systems for campers and camp staff
- Schedule 24 hour nursing coverage during camp sessions
- Maintain adequate medical coverage according to standards of safety at all high risk program areas- horses, ropes
- Design, participate and implement medical staff training and orientation with Health Center Director
- Design and participate in medical overview for general staff orientation
- Provide direct care as needed within scope of practice and doctors orders :
- Prepare, distribute, and administer scheduled medications to campers, staff and volunteers including PO, IM, SQ, and IV routes
- Administer scheduled medical treatments to campers, staff and volunteers
- Administer emergency treatments to campers, staff and volunteers as ordered
- Provide appropriate first aid per orders
- Schedule and obtain lab studies, arrange transport of specimens to appropriate laboratory and follow up on results to be reviewed
- Coordinate transport of camper to other medical facility when health needs arise
- Act as a resource and role model to medical staff , camp staff and volunteers (answer questions, provide in-services)
- Consult with camp staff to verify that all campers are provided with a healthy and safe experience consistent with each camper’s medical condition.
- Communicate with appropriate camp program personnel concerning campers’ diagnosis, care, and treatment needs – “special consideration sheets”/ information sheets
- Ensure the confidentiality of camper and family medical information and records is maintained
- Assist in supervision of and/ or participation in any patient or family medical education activities in coordination with HCD and program staff.
- Maintain communication with families and referring physicians about significant health-related developments that present while child is at camp
- Prepare and distribute medical equipment and supplies to program areas and cabins on and off-season (ex: first aid kits, backboards).
- Supply and maintain appropriate supplies, equipment and medications in the Infirmary to support campers and staff during programs at Camp. Will maintain inventory lists and update before, during and after the summer program and throughout year.
- Anticipate, prepare and assure supplies and equipment are available for individual campers with special needs
- Assure medications and procedures are administered properly and appropriate records are maintained. Such documents (medication records log book, incident reports) are to be recorded and forwarded appropriately.
- Assure cleaning/housekeeping of Well Shell is maintained according to standards

Educational Activities-year round

- Actively participate in staff and volunteer orientations (provide specific orientation for summer nurses, volunteer nurses and physicians, camp staff)
- Review and update health care/infirmatory component of Camp Manual
- Assure accuracy of camper medical information data sheets provided to staff
- Act as health care resource for staff and volunteers, answer questions and provide in-services throughout camp program.

Outreach / Development/ Awareness- year round

- Help coordinate the medical camp staff and facility in participation in Painted Turtle community relations programs and special events on site
- Speak to medical professionals and potential donors/sponsors who may visit during sessions
- Speaking engagements, presentations at hospitals, clinics, nursing conferences, schools of nursing for awareness and recruitment of campers and staff
- Available to submit articles to newsletters to appropriate constituents for awareness
- Steward relationships with hospitals and medical supply vendors for ongoing medical supply donation

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Team Work** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree in Nursing required; 3 years pediatrics experience preferred, MSN/ PNP/FNP preferred; Critical or acute care experience a plus; Camp and management or charge nurse/nursing supervisor experience preferred

Language Ability:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Math Ability:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, Outlook, and Powerpoint software.

Certificates and Licenses:

Registered Nurse with a minimum of 5 years clinical experience

Supervisory Responsibilities:

Directly supervises employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is frequently required to walk. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel and talk or hear.

Employee Statement

I certify that I have read and understand the contents of my job description. I understand that my job responsibilities may be changed at any time. Furthermore, I understand that this is not a contract and does not alter the at-will nature of my employment.

EMPLOYEE NAME:	EMPLOYEE SIGNATURE:	DATE:
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Salary commensurate with experience

To apply: Please submit a resume and cover letter to Name at Email.

Please visit The Painted Turtle’s website at www.thepaintedturtle.org.