

## Medical Director

**Major Function:** To oversee and coordinate all medical aspects for the implementation of Camp Breathe Easy.

**Know How:** This position requires the ability and desire to relate constructively to children and the medical training and experience to provide a safe, caring atmosphere for children with asthma.

### **Requirements:**

- 1) Appropriate medical training and experience
- 2) Active member of the Georgia Thoracic Society
- 3) Meets the State of Georgia background check qualifications
- 4) Attends staff training

### **Job Segments:**

- 1) Responsible for recruiting colleagues for appropriate physician coverage for the week of Camp Breathe Easy.
- 2) Development of protocols for the therapy of improving asthma and other medical problems.
- 3) General supervision of the entire medical staff, including the Nursing Director.
- 4) Designates a daily chief of the Camp infirmary.
- 5) Responsible for assuring all appropriate medications and emergency equipment is obtained and readily available for Camp operations.
- 6) Develops liaison with local emergency rooms and arrangements for transportation and admission of critically-ill children.
- 7) Reviews and communicates with medical team, plans for handling medical emergencies.
- 8) Reviews the medical records of all (**challenging**) campers.
- 9) **If necessary**, communicates in a timely manner with physicians referring children to Camp.
- 10) **If necessary**, communicates in a timely manner with family members.
- 11) Co-chairs regular committee meetings along with the Camp Director.

## **Nursing Director**

**Major Function:** To actively participate in all medical aspects for the implementation of camp. To make certain all camper medicines are in tandem with physician prescriptions. To develop an effective and efficient filing system for camper charts and prescribed medicines.

**Know How:** This position requires the ability and desire to relate constructively to children and the medical training and experience to provide a safe, caring atmosphere for children with asthma.

### **Requirements:**

- 1) Appropriate medical training and experience.
- 2) Meets the State of Georgia background check.
- 3) Attends staff training.

### **Job Segments:**

- 1) Direct the appropriate charting of medications.
- 2) Direct and assist in:
  - A) Distribution of medication.
  - B) Documentation of dispensing medication to campers.
  - C) Treatment of asthma and non-asthma related medical problems.
  - D) Accurately stocking infirmary with prescribed and over-the-counter medicines.
- 3) Communicate in a timely fashion with family members.
- 4) Responsible for documentation, i.e. physician orders, sick visits, phone calls to parents.

## **Staff Physician**

**Major Function:** To actively participate in all medical aspects for the implementation of camp.

**Know How:** This position requires the ability and desire to relate constructively to children and the medical training and experience to provide a safe, caring atmosphere for children with asthma.

**Requirements:**

- 1) Appropriate medical training and experience
- 2) Meets the State of Georgia background check
- 3) Attends staff training

**Job Segments:**

- 1) Responsible for the delivery of medical care to campers.
- 2) Responsible for assisting and working with the development of protocols for the therapy of managing asthma and other medical problems.
- 3) On-site and functions as medical chief when designated.
- 4) Communicates in a timely manner with physicians referring children to camp.
- 5) Communicates in a timely manner with family members.
- 6) Reports to Medical Director

## **Staff Nurse**

**Major Function:** To actively participate in all medical aspects for the implementation of camp.

**Know How:** This position requires the ability and desire to relate constructively to children and the medical training and experience to provide a safe, caring atmosphere for children with asthma.

### **Requirements:**

- 1) Appropriate medical training and experience.
- 2) Meets the State of Georgia background check.
- 3) Attends staff training.

### **Job Segments:**

- 1) Assist in the appropriate charting of medications.
- 2) Assist in:
  - A) Distribution of medication.
  - B) Documentation of dispensing medication to campers.
  - C) Treatment of asthma and non-asthma related medical problems.
  - D) Communication in a timely fashion with family members.
- 3) Responsible for documentation, i.e. physician orders, sick visits, phone calls to parents.

## **Staff Asthma Educator (& Coordinators)**

**Major Function:** To actively participate in all or some asthma education aspects for the implementation of Camp.

**Know How:** This position requires the ability and desire to relate constructively to children, and the asthma education training and experience to provide a safe caring learning environment for training children in asthma management and maintenance skills.

### **Requirements:**

- 1) Appropriate asthma education training and experience.
- 2) Meets the State of Georgia background check.
- 3) Attends staff training.

### **Job Segments:**

- 1) Assist in the implementation of asthma education activities and curricula.
- 2) Communicate in an effective manner to children with asthma.

## **Asthma Ambassador**

**Major Function:** To guide campers into increased independence for self-care with daily inhalation medications. Document progress and keep Asthma Educators updated on areas of need.

### **Requirements:**

- 1) Have taken the Asthma 101 training (provided during camp training)
- 2) Currently enrolled as a nursing, pharmacy or respiratory therapy student
- 3) Attends staff training
- 4) Must be present the entire week of camp

### **Job Segments:**

- 1) Do inventory of camper's inhalation meds in the cabin once camper checks in
- 2) If serving with:
  - a. Unit 1-Stay with cabin, each period throughout the week of camp. Document in campers chart in med lodge after breakfast, after rest period, after bedtime and after the use of any rescue inhaler.
  - b. Unit 2 & 3- Stay with cabin group 7am until after breakfast; join for lunch and leave after rest period; join for dinner-bedtime. During the 2hrs in the morning and 2hrs in the afternoon that the AA will not be with their cabin, the AA will report to the All Purpose staff leader to help carry out All Purpose staff responsibilities.
- 3) Document medication administration (INCLUDING RESCUE INHALERS) in mornings and evenings on individual given medical form. Transfer information AA copy of form to main med chart in med lodge after breakfast each morning so updated information can be easily accessible for each camper in case of emergency situations.
- 4) Must attend any Asthma Education sessions that their assigned cabin goes to including Asthma Monopoly.

## Counselor

**General Description:** Under the direction and supervision of the Camp Director, Medical Director, and the Unit Director, the camp counselor will assist in the implementation, direction, and maintenance of an excellent camping program of care and enrichment for children with asthma in a safe, healthy, and fun environment.

**Know How:** This position requires the ability and desire to relate constructively to children and the practical know-how in providing a safe, caring atmosphere for children with asthma.

### **Requirements:**

- 1) Minimum age of eighteen
- 2) Participate in interview/screening process
- 3) Attend staff training/orientation

### **Job Segments:**

- 1) Work with Unit Director to implement camp curriculum.
- 2) Provide direct supervision, support, and encouragement to campers.
- 3) Insure constant supervision of children, cleanliness, and safety of surrounding environment.
- 4) Aid in the selection of age- and medically-appropriate activities for children.
- 5) Use positive reinforcement consistently for appropriate interaction and behavior from children and peers.
- 6) Attend staff meeting during camp week when required.
- 7) Communicate daily with Camp Director, Medical Director, and Unit Director about any needs, activities, and issues of concern.
- 8) Assist in the evaluation of campers and counselors.
- 9) Actively participate in the teaching of skills in specialty areas and assist the specialist working with the cabin group at any specific time.
- 10) Conduct him/herself in compliance with the policies, practices, and procedures of Camp Breathe Easy.
- 11) Be responsible for his/her group at all times.
- 12) Make sure that each camper showers and changes clothes daily.
- 13) Be responsible for getting cabin group to activities and meals on time.
- 14) Be responsible for distributing cabin's medicine and working with medical staff to promote, encourage, and supervise health practices related to asthma.
- 15) Complete all necessary forms and evaluations.
- 16) Work with co-counselor and other staff members as a "team".

## Unit Leader

**General Description:** Under the direction and supervision of the Camp Director and Medical Director, the Unit Director will aid counselors in the implementation, direction, and maintenance of an excellent camping program of care and enrichment for children with asthma in a safe, healthy, and fun environment.

**Know How:** This position requires the ability and desire to relate constructively to children and the practical know-how in providing a safe, caring atmosphere for children with asthma.

### **Requirements:**

- 1) Minimum age of twenty-five
- 2) Minimum of 2 years experience working with children with asthma in a camp setting.
- 3) Participate in staff interview/screening process
- 4) Attend staff training

### **Job Segments:**

- 1) Work with counselors to implement camp curriculum.
- 2) Provide constant support and encouragement to camp counselors.
- 3) Insure constant supervision of children, cleanliness, and safety of surrounding environment.
- 4) Aid in the selection of age- and medically-appropriate activities for children.
- 5) Use positive reinforcement consistently for appropriate interaction and behavior from children and peers.
- 6) Attend staff meeting during camp week.
- 7) Communicate daily with Camp Director and Medical Director about needs, activities, and issues of concern.
- 8) Directly supervise camp counselors in unit and assist in the evaluation of campers, counselors, and the overall camping program.
- 9) Explain safety and health and administration rules to campers and counselors.
- 10) Actively participate in the teaching of skills in specialty areas and assist the specialist working with the cabin group at any specific time.
- 11) Conduct him/herself in compliance with policies, practices, and procedures of Camp Breathe Easy.
- 12) Be responsible for his/her group at all times.
- 13) Make sure that each camper in unit showers and changes clothes daily.
- 14) Be responsible for getting unit to activities and meals on time.
- 15) Be responsible for distribution of the unit's medicine and work with medical staff and counselors to promote, encourage, and supervise health practices related to asthma.
- 16) Complete all necessary forms and evaluations.
- 17) Work with co-counselor and other staff members as a "team".