



## Clinic Manager

### Position Purpose:

- The Clinic Manager is responsible for the delivery of healthcare and education to staff and campers while leading the maintenance of smooth operations of the clinic
- To ensure the health and safety of all campers
- To provide a positive, enjoyable, supportive, and educational diabetes self-management learning environment for all campers

### Essential Job Functions:

- Reside on camp property for the committed session(s)
- Participate in the general camp schedule of activities
- Leads the camp's medical team with the Healthcare Manager in the management of children with type 1 diabetes
  - The team includes (but is not limited to) physicians, PA's, NPs, clinic assistants, nurses, etc
- Plans and executes training with other experienced staff to prepare those who have never worked with type 1 diabetes
- Training also includes assisting field staff and being the primary decision-maker regarding clinical matters
- Responsible for creating an efficient flow of the clinic, support, and point of contact for the medical team
- Needs to be accessible at any given point for emergency or parent consultation
- Constant problem-solving during the transition for kids from home into camp regarding their diabetes management and overseeing the medical team carry out management successfully
- Assists the medical team with our EMR system
- Performs chart audits
- Leads the medical checkout by changing the camper's pump settings back to their home settings
- Answers parent medical questions at check-in and check out

### As Needed Tasks:

- Administer and document insulin and other medications
- Assist with blood glucose checking as necessary
- Assist campers during episodes of hypoglycemia
- Document campers' blood glucose readings, insulin administration, insulin pump site changes, ketones, and hypoglycemia treatment
- Ensure insulin pump basal rates and insulin ratio (carbohydrate and sensitivity) changed are inputted in the settings per Provider orders
- Assist with insulin pump site changes
- Assist with insulin pump troubleshooting

- Staff camper activities and provide medical support
- Promptly respond and assist with camper and staff medical concerns or health emergencies including accidents, and high and low blood sugars.
- Treat or assist other medical staff with the treatment of moderate/severe hypoglycemia
- Follow protocols outlined in the Medical Manual
- Follow staff policies and procedures
- Flexibility to go where needed
- Coordination with HCM and provider on-call for general health needs and troubleshooting BG trends
- Participation in camp activities as appropriate to enhance the camper experience
- Provide education as appropriate to campers and other staff
- Administer mini-gluc, and glucagon, provide emergency care
- Communicate with HCM any issues, needs, or incidents in a timely manner

#### Other Job Duties:

- Review camper physicals and paperwork for the assigned group prior to camper arrival
- Report all incidents and accidents immediately to the Healthcare Manager and Camp Director and cooperate in the completion of required follow-up/documentation
- Other duties as assigned by the Healthcare Manager, Medical Director, or Camp Director

#### Qualifications: (Minimum Education and Experience)

- Possess an active Ohio License (LPN, RN, PA, NP, etc.)
- BLS/ACLS
- Driver's license
- Experience with pediatrics/family illness/injury care
- Desire to work with children and adolescents
- Type 1 diabetes experience technology/management or CDE - REQUIRED
- Ability to collaborate with the Healthcare Manager in leading the camp's medical team
- 2 years of bedside experience

#### Physical Aspects of the Job:

- Ability to lift/assist campers and staff
- Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters
- Ability to use a telephone
- Ability to communicate with parents, staff, and administration about camper health concerns
- Possess endurance to meet emergency needs