



Overnight Clinic Assistant

Position Purpose:

- To work directly under the supervision of the overnight RN to assist in the smooth overnight operation of the clinic from 7 pm to 7 am. The clinic assistant offers basic diabetes care and helps prepare the clinic for the following day (stocking, organizing, paperwork).

Essential Job Functions:

- Per the overnight RNs instruction, check the blood glucose of campers on the 12am checklist and subsequent; 2 am, 4 am and 6 am BG checklists
- Follow protocols outlined in the Medical Manual.
- Follow staff policies and procedures.
- Identify and treat hypo and hyperglycemia per protocol
- Document BG readings and hypoglycemia treatment
- Prepare clinic for the following day:
 - Stock tackle boxes
 - Clean and wipe down surfaces
 - Organize clinic
 - Update board with infusion site changes that are due

Other Job Duties:

- Participate in pre-camp clinic training.
- Assist with Inventory update on last night of the session
- 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 overnight RN, Healthcare Manager, Medical Director, or Camp Director

Qualifications: (Minimum Education and Experience):

- Health care affiliated student (nursing, medicine, PA, etc.) healthcare-related employment, or knowledge and skills appropriate to the clinic assistant role
- Type 1 diabetes experience Preferred.
- CPR certified.
- Knowledgeable about basic first aid
- Desire to work with children and adolescents.

Physical Aspects of the Job:

- Ability to lift/assist campers and staff (able to make kids sit up at night/ assist them sitting up)
- Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters.
- Ability to use a telephone.
- Ability to use the EMR System