



## Clinic Assistant (Dayshift)

### **Position Purpose:**

- The Clinic Assistant works directly under the supervision of the Healthcare Manager and other nursing preceptors to assist in the smooth operation of the clinic
- The Clinic Assistant offers basic health care and diabetes care to campers. Being a clinical assistant is a very taxing but extremely rewarding experience

### **Essential Job Functions:**

- Reside on camp property for the committed session (Highly Preferred!!)
- Ensure the health and safety of all campers
- Flexibility to go where needed
- Administer and document insulin and other medications under a licensed medical professional supervision
- Assist with blood glucose checking
- Assist campers during episodes of hypoglycemia
- Chart campers' blood glucose readings, insulin administration, insulin pump site changes, ketones, and hypoglycemia treatment
- Staff camper activities and provide medical support under licensed medical professional supervision
- Follow protocols outlined in the Medical Manual
- Follow staff policies and procedures
- Attend morning medical meetings to get the rundown from overnight staff, and to discuss any changes or updates for the upcoming day
- Go to breakfast and work with your cabin by giving medications, checking blood sugars, and delivering insulin - this also occurs at lunch, dinner, and a bedtime snack
- Throughout the day you will travel to various activities with your cabin
- Primarily you are there to monitor the campers' blood sugars, treat lows and highs, and provide basic medical care if necessary
- Participate in activities with kids, which they love
- Be with the kids for most of the day, excluding a few activities such as cabin time, showers, and trading post

- Throughout the week you will be responsible for charting the camper's blood sugars, carb counts, insulin dosages, medications, and site changes.

**Other Job Duties:**

- Participate in pre-camp clinic training (Required!)
- Prepare camper logs, labels, and supplies for the following session
- Print camper healthcare records for closing day
- 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
- Use EMR System

**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 (required)
- Type 1 diabetes experience (preferred)
- CPR-certified (preferred)
- First aid and emergency management experience (preferred)
- Desire to work with children and adolescents (required)

**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