



Medical Volunteer Description of Duties

Reports to: Health Center Manager

All Volunteers Must...

- Adhere to policies outlined in: Code of Conduct, Volunteer Contract, Community Agreement, Camp Manual, as well as any rules, regulations and policies outlined during their time at camp
- Actively participate in volunteer training
- Participate in assigned responsibilities and duties with a positive and energetic attitude
- Fill out and turn in all pre camp paperwork 30 days before the camp session begins

Purpose of Role: The volunteer medical team consists of at least one provider and 1-4 nurses (RN or NP) on-site at each session. The Health Center Manager is present throughout the camp session to guide check-in and ensure volunteers understand any medical concerns among campers. The Health Center Manager is available either in person or by phone throughout the session. Medical information about each camper is reviewed by the medical team so that they are able to provide the best possible care. During the summer sessions the medical staff meets with each camper on arrival day to reconcile medications with the EMAR and review any specific medical concerns. Campers attending our adult retreats are expected to be medically independent; our medical volunteers are present to support them. The role of the medical staff is non-intrusive to the daily activities at Camp, but they are available 24 hours a day to address the needs of participants.

Time commitment:

Our sessions are typically between five to seven days in length, and we prefer the medical staff to be consistent throughout the session. Accommodations may be able to be made in advance if you have a shorter availability.

Providers:

- Review any recent medical changes of campers upon their arrival at camp
- Evaluate and triage new medical symptoms during camp week, obtain diagnostic studies from nearby facilities if needed
- Participate in rotating night call in case of emergencies
- Communicate with camper's home providers and parents as needed
- Communicate with nurses and camp staff for relevant medical issues, assist with medication distribution
- Be available throughout the designated camp session

Nurses:

- Check in medications as campers arrive
- Distribution of medications at scheduled times

- Review pertinent schedule of medications, laboratories, etc.
- Participate in rotating night call in case of emergencies
- Communicate with camper’s home providers and parents as needed
- Be available throughout the designated camp session

Requirements and Qualifications:

- Must be able to work long hours, be active and on your feet and lift or move heavier items on occasion.
- Must be able to demonstrate flexibility and a willingness to adapt to changes in schedule.
- Must have an active and unencumbered license as applicable for role

Typical Daily Schedule

(times and activities vary by session and age group)

Arrival Day: On arrival day, medical staff will be given an orientation of the health center and emergency procedures before checking in with all of the participants. On the first evening, medications are labeled and stored, reconciled with the online MAR and an evening on-call schedule is established.

The following is a general idea of what a “day in the life” of medical staff at Camp Mak-A-Dream looks like. The times listed are approximate and will differ depending upon the session and daily schedule. The most important thing we can do to ensure the safety of our participants is to always have a medical volunteer reachable via the on-call phone, and to ensure all medications are administered appropriately. A rotating schedule will be created so that everyone gets to be a part of the activities.

- 7:00 Wake-up, attend to needs of any campers who have had to stay in the health center overnight; distribute any early morning meds
- 8:00 Breakfast, distribute morning meds
- 9:30 Campers will have scheduled morning activities. The medical team is available for any medical needs.
- 11:30 Prepare for distribution of lunch meds
- 12:30 Lunch: distribute lunch meds
- 2:00 Afternoon activities. Medical team is available for any medical needs and distributes meds as scheduled
The Medical team serves as “Phantom White Glove” to determine which cabin is the cleanest (at kids/teen weeks only)
- 6:00 Dinner: distribute dinner meds
- 7:00 Evening activities; attend to any medical needs

9:00 Administer evening meds, ensure team member is assigned to be on-call overnight

For more information about Camp Mak-A-Dream, please visit our website at www.campdream.org.

Children's Oncology Camp Foundation / Camp Mak-A-Dream
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Revised 11/2023