

**INFIRMARY MEDICAL SECRETARY 2  
POSITION DESCRIPTION**

**Department:** Infirmary

**Reports to:** Infirmary Secretary 1

**Typical Dates of Employment:** May 25 (slightly flexible) – August 15 (flexible)

**POSITION CONCEPT**

The Infirmary medical secretary is responsible to the lead Infirmary secretary and who reports to the Infirmary Manager. This position documentation, data entry and filing of medical records for Infirmary patients. Infirmary Medical secretaries may also assist with Medical Recheck operations, following the guidelines set forth in the Boy Scout Annual Health and Medical Record.

**PHILMONT REQUIREMENTS**

- Be over 18 years of age at the time of Employment.
- Provide an Annual Health and Medical Record upon arrival at Philmont.
- Exemplify the rules, regulations, policies and procedures which are described in the Philmont Staff Guidebook and presented during staff training.
- Maintain a clean and approachable look, adhering to the standards for personal appearance described in the Philmont Staff Guidebook.
- Pass a pre-employment background check
- Provide cheerful, helpful and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns; when not possible, steer them to someone who can.
- Present oneself to every participant and guest as clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all Boy Scout, Philmont, and Infirmary policies pertaining to medical clearance of Philmont participants.
- Achieve an understanding and attitude among the Infirmary staff as to the responsibility Philmont has to the individuals who cannot complete some segment (large or small) of their planned experience.
- Help keep work and living areas clean and neat.
- Assist with other staff responsibilities as directed by the Director of Program or the Infirmary Manager to insure that the mission of the Philmont Scout Ranch is carried out.

**Desired Experience**

While no previous medical experience is required for employment as a Infirmary Medical secretary, interest in the medical field and the desire to learn will benefit the applicant. Previous experience on Philmont staff or on a Philmont trek is strongly preferred.

## PRINCIPLE RESPONSIBILITIES

- Ensuring that the appropriate documentation policies are being followed.
- Report to the Infirmary Manager any issues with documentation and work with him/ her to address the issue.
- Track and store the Boy Scouts annual Health and Medical record for all full time and seasonal staff. Report to the Infirmary Manager any staff who do not have a medical record on file within 5 days of start date.
- Enter required data into database (s) for Philmont and BSA record keeping.
- Help keep the Infirmary, Recheck building, Infirmary tent city and staff tents clean and neat.
- Achieve an understanding and attitude among the Infirmary staff as to the responsibility Philmont has to the participants who are ill or injured and who cannot complete some segment (large or small) of their planned experiences.
- Keep the Infirmary work area and personal quarters clean and neat.
- Assist with other staff responsibilities as directed by Infirmary Management to insure that the mission of the Philmont Scout Ranch is carried out.
- Make suggestions to Infirmary Management of ways to improve the operation.

## Training Opportunities

Infirmary medical secretaries will complete a 7 day training program covering the specific policies and procedures of the Philmont Infirmary, and medical requirements for Philmont participation. Infirmary staff will also have the opportunity to receive training in CPR, and Wilderness first aid. Additional training opportunities may become available throughout the summer such as ride along with local EMS, medical lectures and continuing medical education credits may be obtained.

## Additional Information:

Philmont Scout Ranch: <https://youtu.be/xhtlSZLkDMg>

Seasonal Employment Opportunities: <https://youtu.be/vnvPqUy50Bq>

Philmont Infirmary: <https://youtu.be/iF7ZlIrHvk>

For questions about this position and other Infirmary jobs, contact:

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