

**INFIRMARY NURSE
POSITION DESCRIPTION**

Department: Infirmery

Reports to: Infirmery Nurse Supervisor

Typical Dates of Employment: May 1 (slightly flexible) - August 22 (flexible)

POSITION CONCEPT

The Infirmery Nurse administers medical nursing care under supervision of the Infirmery Nurse Supervisor, and attending physicians and within the state guidelines of a their licensure. The Infirmery Tech reports to the Nursing Supervisor, who is responsible to the Infirmery Manager.

PHILMONT REQUIREMENTS

- Provide and maintain a 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.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 21 years of age by time of employment.

SPECIFIC JOB REQUIREMENTS

- Provide an Annual Health and Medical Record upon arrival at Philmont.
- Be able to work in strenuous environments including workdays in excess of 12 hours.
- Possess a valid New Mexico nursing license or a license from a state recognized by the New Mexico compact.
- Possess a working knowledge of Microsoft Access and Excel.
- Pass a pre-employment background check.
- Be able to lift and handle materials up to 50 pounds.
- Be able to prioritize a wide variety of tasks, make decisions, cope with stressful situations, meet tight timeframes, adjust to unexpected or unscheduled demands, and revise work accordingly.

DESIRED EXPERIENCE

The Infirmery Nursing staff are expected to have a solid foundation in clinical and inpatient medical care. Typically, this experience will be gained by working in a hospital, clinical, or school setting. Additional experience at Philmont or in emergency medicine is preferred. Applicant must possess a valid nursing license and Basic Life Support CPR certification.

PRINCIPLE RESPONSIBILITIES

- Provides care and treatment of patients within the medically legally recognized bounds of licensure and as directed by the Nursing Supervisor or Attending Physician.
- Ensures that appropriate attention is provided by the Infirmary staff to the health, safety and welfare of all Philmont participants and staff and in particular, those requiring medical attention. Adheres to the patient's rights as outlined by the New Mexico Department of Health.
- Assists medical students, and attending physicians in providing in-patient care and treatment as needed.
- Becomes knowledgeable of the infirmary medical record keeping process and ensures that those policies are being followed.
- Assists as needed with medical health rechecks of Philmont staff and participants.
- Provides care of inpatients as well as monitoring diet and visitations.
- Assists the nurse supervisor in the operation of the pharmacy, and medical supply inventories, in accordance with the Philmont formulary and the approved inventory.
- Works within the guidelines of the Philmont purchasing policy to order supplies.
- Ensure a safe and clean working environment for patients and other members of the health care team.
- Provides for the proper care, feeding and visitation of residents and the in-patient records.
- Assist in the continuing education of all infirmary staff and attends and assist e medical students as requested. Suggests to the Chief Nurse, Chief Medic, and/or the Chief of Support those areas which might be appropriate for Medic special training.
- Assists in the preparation and stocking of the Backcountry Camp First Aid Boxes, Program First Aid Kits and Hasty Bags at the start of the season and the re-inventory and storage at the end of the season, as requested by medical services staff.
- Sets an outstanding example to all Infirmary personnel in attitude, appearance, demeanor and professional standards.
- Demonstrates a sincere interest in providing an outstanding wilderness experience to all Philmont participants.
- Participates in a close communication relationship with the Infirmary staff to ensure that the mission of the Philmont Scout Ranch Infirmary is fulfilled.
- Makes recommendations to improve Infirmary service delivery.

TRAINING OPPORTUNITIES

The Infirmary Nursing staff will receive one day of training with the Chief of Medical Services and the Infirmary Manager covering specific policies and procedures of the Philmont Infirmary. The nursing staff will also be required to attend youth protection and other BSA training, as well as participate in the Infirmary training day. Additional training opportunities may become available throughout the summer such as CPR refresher, ACLS, as well as daily lectures by Philmont medical staff.

ADDITIONAL INFORMATION

Philmont Scout Ranch: <https://youtu.be/xhtlSZLkDMq>
Seasonal Employment Opportunities: <https://youtu.be/vnvPqUy50Bq>
Philmont Infirmary: <https://youtu.be/iF7ZILrHvk>

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

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