

HEALTH SERVICE STAFFING AND SHIFT RESPONSIBILITIES

Schedules

Nurses:

1. Four hour shifts in health services, except overnight
2. Shift scheduled as follows:
 - 08-12: 2-4 nurses
 - 12-16: 2-4 nurses except when physicians cover for nursing rounds
 - 16-20: 4+ nurses, usually all camp game and mobile health service
 - 20-24: 2 nurses
 - Night: 2 nurses
3. Night shift is the first shift in the 24-hour period. Example: Night of July 10 is 12M to 08 am July 10
4. Any changes need to be approved in advance by the health services director
5. Overnights and days off are also noted. Nurses are encouraged to find someone to cover their duties if they are out of camp

Charge nurse is noted by * next to name on schedule

Physicians:

The on call physician provides coverage after hours or other designated times as per medical board policy. (See job description for on-call physician duties.)

1. When the physician is not in the health service s/he will be accessible (e.g., by beeper, cellular telephone).
2. The schedule is posted in the health service to inform all health care professionals as to who is on-call. Physician phone numbers are also posted.

Pharmacy:

A pharmacist is available 24 hours by pager when not in Health Services.

Respiratory Therapy:

Respiratory therapists are available, on site, 24 hours, during camp.

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Shift Responsibilities

Charge Nurse Responsibilities:

The charge nurse is the person in charge of health services on each shift.

Responsibilities include:

1. Taking report from previous shift
2. Delegating duties
3. Adjusting staffing as needed
4. Know location and readiness of emergency equipment
5. Know how to reach on-call physician
6. Make sure medical rounds information is passed to cabin nurse or appropriate health team member

All Shifts:

1. Be sure all entries in the sign-in sheets have been documented in the charts
2. Check and change bottled drinking water
3. Make beds
4. Hang towels to dry before putting in laundry bags
5. Check to see all orders have been completed
6. Straighten and pick up health service area

Day Shifts (08-16)

1. Complete orders after medical rounds
2. One nurse stays in Health service during medical rounds
3. Obtain needed supplies
4. Assign tasks to physicians when they are in health services

Evening shifts (16-24)

1. Close health services during all camp games and campfire
2. Put sign in window indicating health service is closed
3. Bring mobile health service tackle box to location of activity
4. Bring extra water and cups, garbage bag
5. One nurse stays in Health Service if a camper is in the infirmary or still receiving treatment

Night Shift (24-08)

1. Wipe all windowsills and tables
2. Put sign in sheets in binder behind blank sheets, prepare new sheet for the day
3. Make coffee for morning
4. Dispose of used mouthpieces for nebulizer
5. Make ice bags (sponges in zip lock)
6. Wash used instruments
7. Clean coffee area
8. Make list for medical rounds using the camper sign in sheets and those listed on the rounds board