



# **Section 8: Medical Volunteer Job Descriptions**

## **Medical Volunteer Lead and Medical Support**

**Reports To:** Medical Coordinator and or Medical Director

**Medical Volunteer Lead Qualifications:** Health Care Professional with advanced Diabetes Experience: MD, PA, NP, RPh, PharmD (RN/RD CDE and Senior RN if approved by senior Medical Team) with current license in Montana

**Medical Volunteer Support:** Health care professional with RN, LPN CDE. Also, Medical Students, Advanced Practice Students, Pharmacy Students, Nursing Students

**Requirements of Attendance:** Full week attendance preferred, if unable please ensure another medical personnel can replace your position. Review goals and plans for your campers in your pod.

**Job Summary Medical Volunteer Lead:** Coordinate diabetes care for a group of about 5-15 campers including counselors. Coordinate and manage diabetes care with Medical Support Volunteer. Assist with providing first aid and minor emergency care for campers and volunteers during scheduled times throughout the day and night. Coordinate diabetes care with Medical Support Group. Communicate concerns to the Medical Director when needed. Mentor and work as a team with Medical Support to discuss goals/outcomes with non-medical counselors.

Insulin Dosing Note: Approved Medical Volunteer Lead RN/RD CDE and Senior RN can only make insulin dosing changes of no more than 20% increase and no more than 50% decrease of pre-camp insulin dosing unless approved by Senior Medical Personnel.

**Job Summary Medical Volunteer Support:** Assist and support Medical Lead as a team. Assist in education of diabetes care, discuss with campers about their goals/outcomes. Please note: Medical Support does not hold a license in which to allow dosing, but may help in discussing how to figure out the dose. Again, Medical Support DOES NOT make final decision in dosing insulin.

### **Duties and Responsibilities of both Medical Lead and Medical Support:**

- Participate in the review of camper physical and health history forms as required. Note any allergies, the application completeness, settings, behavioral issues and or any additional concerns
- Assist with camper blood testing, and medical needs
- Ensure the health and safety of all campers at camp during your time as a volunteer
- Assist with camper and Medical personnel during any health emergencies including accidents, high and low blood glucose
- Assist with the screening of campers and volunteers upon arrival
- Respond promptly to medical concerns, including accidents and low blood glucose
- Participate in general camp schedule of activities and volunteer discussion meetings
- Report all incidents and accidents immediately to the Camp Director and Medical Director, and cooperate in the completion of required follow up

**Medical Lead only:**

- Insulin dosing and administration if assistance is required

**Night before campers arrive:**

The information provided in the camper packet will help determine each camper's age-appropriate diabetes knowledge and abilities, and how to achieve the camper and parent goals before camp ends. Discuss amongst your group or "pod" how best to help them achieve their goals. Pay special attention to the newly-diagnosed, those with high Hgb A1c's, those with enuresis or other sensitive issues, and those with parent/guardian management issues. Make progress notes throughout the week to inform the parents and campers of progress or difficulties.

Please ensure you read over the manual and what to do in an emergency so you are prepared if one is to unfortunately occur

**Check in of campers to be done with both Medical Lead and Support:**

Review registration information and update health and diabetes care records. Ensure all boxes on the check-in list are verified and marked complete. If needed, escort the parents/camper to the Medical Director for further evaluation.

Follow the check-in sheet (first page in the camper's team chart file) for step by step check-in process. Complete a chart on each camper. Check in any home meds and label each item with camper ID sticker, medical lead will keep in lock bag and dispense during the week. Inform parents/guardians that they will be notified of any emergencies/seizures/behavior issues (severe) or of any unusual occurrences happening while at camp.

**During Camp**

A large part of Camp is learning, and helping each other learn more about diabetes management. Be sure to monitor the performance of each of your team members, and provide specific feedback to help them grow/learn and to reward them for their efforts.

All blood sugar entries to be input on the Blood Sugar Record sheet in each camper profile. It is important that all team members use this one charting system, report all BG's to Medical Lead, we will print a record for the camper at time of departure. If you feel you need additional time with this or assistance please reach out to the medical director or Camp Director, and they will assign you support.

Everyone is responsible for "Night Rounds" during the week. Entries can be recorded on the Blood Sugar Record sheets in the morning.

If you notice a camper behaving in a way not tolerated by camp rules, address the issue with the camper and note the behavior in the camper's chart. If the camper has already been spoken to about the issue, as noted in their chart, or if the behavior is beyond what you are comfortable dealing with, notify the Medical Director or Camp Director.

Assist with orientation of new medical personnel arriving during the week of camp. If you are leaving mid-week, inform the on-coming Medical Lead or Support of goals and plans for each camper/counselor.

### **Mealtime Testing-**

Before mealtimes, review BG data, discuss pre-meal insulin dose based on meal and correction bolus guidelines, and assist camper in determining the appropriate dose depending on food intake, the next planned activity, their present BG, insulin remaining onboard, and previous high/low treatments for the day. The goal is to perform meal time testing, carb counting and insulin decision making within a 30 minute window.

Each camper will receive assistance from Medical Support and non-medical volunteers with checking their blood sugars, and in making healthy carb-counting decisions, followed by Medical Lead approval for insulin treatment. Always allow the camper to discuss decisions and then discuss recommendations for changes.

Please ensure Medical Leads are giving the final decision on the amount of insulin given.

Medical Support can help campers discuss how to determine that amount of insulin to be given but must not allow them to dose without first meeting with the Medical Lead!

Assure that insulin dosages are measured and given accurately and according to protocol. Note in chart all BG checks, insulin, treatments.

Make daily progress notes on camper as considered to be appropriate for continuity and for sharing with the parents at the end of camp. Be sure to note the positives.

If, during either meal time or activity testing, you have someone that is still hypoglycemic after two treatments and requires further observation, designate a Medical lead to escort the camper/counselor/volunteer member to med cabin for further care and monitoring.

### **End of Camp**

Ensure all documentation is complete on your assigned campers. Sign off on the checkout list provided in each camper's profile.

### **Emergency Issues**

In any emergency requiring assistance, use the walkie-talkie or cell phone to call for backup help. Know how and when to administer Glucagon and Basqsimi, and what side effects to expect.

Always inform the Medical Director if Glucagon was given, as this may warrant parental notification. Know how and when to administer Glucagon and Baqsimi, and what side effects to expect. Always inform the Medical Director if Glucagon was given, as this warrants parental notification.

Notify the Medical Director of any camper/counselor admission to the med cabin that is requiring special care. You can assist in the management of a sick camper/counselor as seems appropriate.

Be aware of all EMERGENCY SUPPLIES at camp, where they are kept, and how to use them. Be familiar with the Emergency Kit for camp! If any camper/counselor has a potential for an anaphylactic reaction requiring the use of EPINEPHRINE, make sure that the counselor/Med Volunteers /and entire medical personnel are aware of this person, and note it in RED LETTERS on the front of the chart.

### **Other Issues**

If one of your campers/counselors is always running highs or lows despite close monitoring, discuss with other Medical Leads and if needed, discuss with one of the many diabetes specialists. Random bed checks are sometimes needed, as some have been known to bring stashes of candy, etc. to camp and eat this randomly. We have also run into situations where campers and volunteers have been overdosing themselves (reminding us again of the importance of checking insulin on board). Check with the medical director prior to doing any bed checks. The camp leadership team will meet to review whether a bed check is justified or necessary.

Report any health-related conduct/safety concerns to the Medical Director as soon as possible.

Attend meetings as scheduled unless excused by the Medical Director. These are a good time for team-building, updating, sharing ideas and problem solving.

Be an active part of your team during the week. Participate in any camper activity you like, as long as you are not scheduled elsewhere.

Assist campers with home sickness issues, arriving at a plan for management with your team, and passing this information on to other appropriate teams so camper assistance will be consistent. If the camper remains homesick despite a good effort, notify the Medical Director and or camp director, to consider notification of parents.

Be a team player at camp. It is everyone's duty to remember to keep the area clean and sanitized after each use (wipe down meters, tables, equipment with disinfectant wipes). Coordinate with each other to ensure that every treatment box is appropriately stocked and/or replenished. Make each camper/counselor responsible to clean up after themselves! The Dietary group will ensure cabin treatment boxes are filled daily as well as heavy activity area low treatment boxes.

## **Camp MYDA Non-Medical Councilor**

**Job Title:** Councilor – AKA Non-Medical Volunteer

**Reports To:** Med Lead (lead) or Med Support (support)

**Job Summary:** Assist with diabetes care routines for campers and volunteer. Assist with providing firstaid and minor emergency care for campers and volunteers during scheduled times throughout the day and night. Communicate concerns to Lead or Support.

### **Duties and Responsibilities:**

#### **Prior to Camp**

Collate with your Medical Leads and Medical Support about the goals, achievements that parents are requesting. Review allergies from the health profile and other important information such as behavioral issues or bed-wetting.

Please assist with unloading, cleaning the health area, and setting up team stations. Once setup is completed, work with your Lead and Support on planning for the week, chart information, and any final preparations for camper arrival.

Please read over the emergency plan and be prepared if an unfortunate situation was to occur

#### **Check in of campers:**

Non- Medical will assist with the intake of temperatures, finding the campers shirt, and helping them to the age appropriate table.

Medical Leads and Medical Support will complete the check-in list for each camper. We ask Non- Medical assist with answering questions about camp, assisting the camper to the appropriate cabin and asking around for ways to help.

After check in is complete, you can use the above information to work with your Lead or Support to determine each camper's age-appropriate diabetes knowledge and abilities, and how to achieve the camper and parent goals before camp ends. Pay special attention to the newly-diagnosed, those with high Hgb A1c's, and those with parent/guardian management issues.

#### **During Camp**

Work directly with your Lead and Support on all camper decisions regarding care of their diabetes and other issues/problems the first few days of camp. After the first few days, your Lead might authorize you to make additional decisions, under his or her supervision. Remember to consult with your Lead on these issues, to help optimize your learning experience, and to provide safety, as the responsibility for your decisions ultimately rests with the Lead. This is up to the Lead to decide, based on their assessment of your abilities to take on more tasks.

If you notice a camper behaving in a way not tolerated by camp rules, notify your Lead or Support immediately. If the camper has already been spoken to about the issue, it will be turned over to the Medical and/or Camp Director. Campers who continue to act inappropriately will be asked to leave after a warning from the Medical Director/Camp Director.

Assist with orientation of non-medical volunteers arriving mid-week. Bring them up to date on campers goals and plans for the week.

### **Mealtime Testing**

Before meal times, meet with campers at each scheduled testing time to review BG data, discuss pre-meal insulin dose based on meal and correction bolus guidelines, and assist camper in determining the appropriate dose depending on food intake, the next planned activity, their present BG, insulin remaining on board, and previous high/low treatments for the day. The goal at meal times is to get through BG testing, carb counting and insulin decision-making within a 30 minute window. Do not allow camper to dose without seeing the Medical Lead before camper takes the bolus.

Each camper will receive assistance in checking themselves, and in making healthy carb-counting decisions. Always allow the camper to discuss insulin dosing and then have them see a Medical Lead for dosing. Allow this to be a moment of education and learning. Instead of telling them what to do or take, it is a good idea to ask them questions, how active will you be, how did you come up with your dose.

Make daily progress notes on campers/counselors, if directed by your Lead or Support.

If, during either mealtime or activity testing, you have someone that is still hypoglycemic after two treatments and requires further observation, a Medical Support will be designated to escort the camper to a Medical Lead for further care and monitoring

### **End of Camp**

Assist in preparing camper/counselor take-home bags that will be put together the last few days of camp. Everyone that can help is asked to do so.

Plan to stay until the designated departure time on Friday, to help with the cleanup. If we all work together, we can accomplish this quite quickly and efficiently. Please stay until the camp is cleaned and ensure you check out with Tonya, Lynae, Mary or Amy

### **Emergency Issues**

In any emergency requiring assistance, use the walkie-talkie or cell phone to call for backup help. If you need assistance, defer to an appropriate licensed provider.

Know how and when to administer Glucagon and Baqsimi, and what side effects to expect. Always inform the Medical Director if Glucagon was given, as this warrants parental notification.

Notify the Lead and the Medical Director of any camper/counselor admission to the Med Cabin requiring special care.

### **Other Issues**

Report any health-related conduct/safety concerns to the Medical Director as soon as possible.

Attend meetings as scheduled unless excuse there's involvement in an activity. These are a good time for team-building, updating, sharing ideas and problem solving.

Be an active part of your team during the week. Participate in any camper activity you like, as long as you are not scheduled elsewhere.

Assist campers with home sickness issues, arriving at a plan for management with your Lead and Support, and passing this information on to other appropriate teams so camper assistance will be consistent. If the camper remains homesick despite a good effort, notify the Medical Director, to consider notification of parents.

Be aware of all EMERGENCY SUPPLIES at camp, where they are kept, and how to use them. Be familiar with the Emergency Kit for camp! If any camper/counselor has a potential for an anaphylactic reaction requiring the use of EPINEPHRINE, make sure that the counselor/Med Team/and entire medical teams are aware of this person, and note it in **RED LETTERS** on the chart

Be a team player at camp. It is everyone's duty to remember to keep the unit clean and sanitized after each use (wipe down meters, tables, equipment with disinfectant wipes).

Coordinate with Support and Dietary teams in order to ensure that all night kits, and treatment boxes are stocked and/or replenished. The Dietary team will also be around filling low treatment boxes in cabins and heavy activity areas.

This is a busy, tiring, intense week. It should be incredibly fun! Plan rest times carefully to avoid getting over-tired. If you are unhappy, the campers will notice! Spread enthusiasm to your team of campers, counselors and leads. Have a fun and exciting week!