

POSITION DESCRIPTION

Position:	Nurse Supervisor
Department:	Infirmary
Reports To:	Infirmary Manager
Desired Availability:	May 10 – August 22

Philmont Standards

- Must be at least 18 years of age by start of employment; some positions require a minimum age of 21 by start of employment
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a completed BSA Annual Health and Medical Record to the Infirmary upon arrival
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

Position Overview

The Infirmary Nurse Supervisor provides leadership to other Nurses and Nurse Assistants to ensure that they administer the best possible medical nursing care to Philmont participants and staff. The Nurse Supervisor will attend the weekly managers meeting and communicate relevant information to subordinate staff.

Primary Duties & Responsibilities

- Participate in training of Nurses and Nursing Assistants
- Supervises nursing staff and makes daily task assignments
- Maintain schedule for nursing staff
- Serves as a representative of the nursing profession to medical students and promotes a positive working relationship with all Infirmary staff
- Attend weekly staff meetings and ensure that relevant information and concerns are communicated between management and nursing staff
- Maintain running inventory of medical supplies and medications and communicate to administrator need for additional supplies
- Provide direct patient care in the Philmont Infirmary
- Ensure that Philmont patients being kept as in-patients are provided for during their stay
- Have expert knowledge of the medical documentation system and serve as a coach for other staff to ensure proper documentation is maintained

Qualifications/Experience

- Licensed RN in state associated with New Mexico in Nursing compact
- BLS CPR certification

- Prior experience leading a clinical team
- Previous Philmont nursing experience

Physical Requirements & Work Environment

- Be able to work in strenuous environment, with workdays that are 12+ hours
- Lift and move weight up to 50 pounds

Additional Information

Send inquiries to philstaff@scouting.org.

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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