

## POSITION DESCRIPTION

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<b>Position:</b>	Associate Chief of Medical Services
<b>Department:</b>	Infirmary
<b>Salary Level:</b>	V (Administrator/Professional)
<b>Default Housing:</b>	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Medical Services Director
<b>Desired Availability:</b>	May 1 – August 31

### Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- 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 complete and current BSA Annual Health and Medical Record to the Infirmary upon arrival including review of risk advisory and immunization requirements
- 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 Associate Chief of Medical Services oversees the Infirmary radio room and provides leadership to the Medical Services Staff. The Associate Chief of Medical Services manages radio room operations, emergency response, and offsite transport of Infirmary patients.

### Primary Duties & Responsibilities

- Assumes supervisory responsibility for Infirmary radio room operations and emergency response.
- Oversees the evacuation of patients from the backcountry and their return to the trail after treatment.
- Prepares and leads initial and continuous training of medical services staff and assists with training of rotating medical students.
- Directs, coordinates and evaluates emergency medical incident response at the appropriate location:
  - Incident scene
  - Transfer point to a road ambulance or helicopter
  - Triage location in a multiple person incident
  - Infirmary Radio Room
- Provides advanced emergency wilderness medical coaching/training to K.U. medical students.
- Maintains an expert knowledge of the Philmont road system and keeps apprised of road and weather conditions which may affect emergency response.
- Coordinates the training of all Philmont staff in the 8-hour Philmont First Aid curriculum by the medical services staff and other trained staff members.

- Coordinates all interdepartmental training (STEM talks, CTs, round robins, etc.).
- Inspects and maintains all medical Search and Rescue equipment. Ensures all equipment is in working order and ready to respond to an emergency.
- Assumes responsibility for supervision, scheduling, and evaluations of Medical Service Staff and Medical Services Coordinators.
- Initiates any corrective action necessary to ensure that all Medical Services Staff remain in compliance with the vision of Philmont Scout Ranch and the Infirmary.
- Works with physicians, nurses, and medical students to arrange and schedule off-site transport of patients to the appropriate medical care while keeping in mind
- Coordinate deliveries of medications and medical supplies to participants and camps in the backcountry.
- Attends Infirmary Manager's weekly staff meeting.
- Serves as the medical staff liaison in an emergency incident, reporting to the Incident Commander and maintaining a liaison link with the medical services staff for appropriate support.
- Oversees the medical staff dorm, serving as a point of contact for maintenance and housing issues.
- Assumes responsibility for issuing and replenish first aid kits throughout the ranch.
- Assumes responsibility for ensuring the safe operation and inspection of vehicles assigned to the Infirmary and reporting any maintenance issues to the Philmont motor pool.
- Oversees the review and editing of all Medical Services training and operations documents and materials (Operations manual, Train the Trainer manual, PFA powerpoints, etc.).
- Makes recommendations for improvements to the operation of the Infirmary throughout the summer and in the form of a written final report.
- Monitor the daily operations of all Infirmary responsibilities and provide support (directly or through delegation) as needed to ensure the highest level of function possible (Recheck, evening clinic support, PTC rechecks, tent city assistance, housekeeping, latearriving PFA, crew PFA, etc.).
- Serve as a resource for rotating physicians and medical students with regard to Infirmary resources (equipment function and troubleshooting, database support and troubleshooting, location of supplies and training materials within the Infirmary).
- Assists the Chief of Medical Services and Infirmary Manager in the overall function of the Infirmary by performing administrative tasks (coordinating early departures, addressing customer service concerns, etc.).
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 21 years of age by time of employment.
- A solid foundation in emergency response and wilderness medicine, as well as extensive leadership experience is expected. Typically, this experience will be gained by working for multiple seasons at Philmont, with at least one year of experience in the Philmont Infirmary.
- Additional experience is encouraged and may be gained by working in EMS, Search and Rescue, or Ski Patrol.
- Ability to prioritize tasks and ask for help when needed.
- Ability to function well in a high-pace and at times stressful environment.
- Must have completed both basic qualifications and a majority of the advanced medical services staff qualifications throughout previous years of employment in the Infirmary.
- Provide a driving record and be able to obtain a Philmont drivers permit.
- Complete FEMA Introduction to Incident Command System, ICS 100.

- Complete FEMA Introduction to Incident Command System for Single Resources and Initial Action Incidents, ICS 200.
- Complete the New Mexico Search and Rescue Field Certification.
- Must be Certified Food Handler. You will be given a code to cover the cost of the class once you've been hired. <http://newmexico.foodhandlerclasses.com> Click on the link to begin the training.

### Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Be able to hike to remote patients and administer care in a wilderness setting.
- Be able to work in strenuous environments including workdays in excess of 24 hours and in rough terrain and in adverse weather conditions
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching

### Additional Information

Training opportunities are as follows: The Associate Chief of Medical Services 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 Associate Chief of Medical Services, will also coordinate training for the Medical Service Coordinators and the 21-day Medical Services Staff training. Additional training opportunities may become available throughout the summer such as CPR instructor certification, certified emergency vehicle operator, and additional continuing medical education. Send inquiries to [philstaff@scouting.org](mailto:philstaff@scouting.org)

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

*Philmont and the Boy Scouts of America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*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.*

**Updated:** 7/9/2022