

POSITION DESCRIPTION

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| Position: | Nurse |
| Department: | Infirmery |
| Salary Level: | V (Administrator/Professional) |
| Default Housing: | <i>Roofed-CHQ (Final housing assignments may differ based on availability)</i> |
| Reports To: | Nurse Supervisor |
| Desired Availability: | May 11 – August 12 |

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 Scouting 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 Scouting America Annual Health and Medical Record (Parts A, B, & C) to the Infirmery 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 Infirmery Nurse administers medical nursing care under supervision of the Infirmery Nurse Supervisor and attending physicians and within the state guidelines of their licensure.

Primary Duties & 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 Infirmery 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 infirmery 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 proper care, feeding and visitation of residents and the in-patient records.

- Assist in the continuing education of all infirmiry 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 Infirmiry 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 Infirmiry staff to ensure that the mission of the Philmont Scout Ranch Infirmiry is fulfilled.
- Makes recommendations to improve Infirmiry service delivery.
- 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.
- Ability to function well in a high-pace and at times stressful environment 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 and Basic Life Support CPR certification.
- 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.
- Expected to have a solid foundation in clinical and inpatient medical care by working in a hospital, clinical, or school setting.
- Additional experience at Philmont or in emergency medicine is preferred.
- 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 learn more.

Physical Requirements & Work Environment

- Be able to lift and handle materials up to 50 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, sitting or crouching

Additional Information

Training opportunities are as follows: The Infirmiry Nursing staff will receive one day of training with the Chief of Medical Services and the Infirmiry Manager covering specific policies and procedures of the Philmont Infirmiry. The nursing staff will also be required to attend youth protection and other Scouting America training, as well as participate in the Infirmiry 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. Send inquires to philstuff@scouting.org

It should be noted by applicants that Philmont Scout Ranch and the surrounding 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 Scouting 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: 12/5/2024