

## POSITION DESCRIPTION

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<b>Position:</b>	Medical Services Coordinator
<b>Department:</b>	Infirmary
<b>Salary Level:</b>	III (Coordinator/Asst. Manager)
<b>Default Housing:</b>	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Associate Chief of Medical Services
<b>Desired Availability:</b>	May 15 – August 22

### 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 Coordinator provides supervision to the Infirmary radio room, and to medical hasty teams in the backcountry. If necessary, the Coordinator organizes transportation for patients from the backcountry to the Infirmary and/or referral treatment to nearby hospitals.

### Primary Duties & Responsibilities

- Provide daily supervision and support for the Philmont Infirmary radio room operations and emergency response. Ensure that appropriate radio procedures, records and databases are being maintained and that daily equipment checks are being performed.
- Prepares and leads daily staff meeting, ensuring that pertinent information is conveyed to all employees.
- Works with Associate Chief of Medical Services and Chief of Medical Services to provide initial and continuous training of medical services staff.
- Coordinate Ranch resources to meet transportation needs of the Philmont Infirmary.
- Provide expert knowledge of the Philmont road system and road conditions on Philmont and routes to area hospitals and medical facilities. Serve as an experienced driver when road conditions are poor and emergency transportation is needed.
- Follow established procedures for reporting maintenance needs and supply shortages in a timely manner.
- Carry out the objectives and policies of Philmont and the Infirmary. Provide improvement suggestions to the Chief of Medical Services, Assistant Chief of Medical Services, or designated representative.

- Serve as a liaison with the motor pool personnel to keep Infirmary vehicles serviced and in proper condition, ready for use at all times.
- Foster an understanding among all Infirmary staff as to the responsibility Philmont has to the individuals who cannot complete some segment (large or small) of their planned experience. Maintain a strong and encouraging attitude among Infirmary and Philmont staff towards preserving a participant's high adventure experience.
- Provide expert knowledge regarding backcountry resources (all camps, camps with radios, areas of responsibility), radio communications (best ways to relay, who to contact for what, radio ten codes, vehicle numbers, radio call numbers) and procedures for handling all types of emergencies.
- Serve as an experienced resource in PHILSAR operations and follow appropriate procedures while conducting or participating in PHILSAR missions.
- Identify situations requiring special transportation and work with the medical staff to meet the need when it occurs. (This relates to transportation of non-emergent patients to Raton or Taos or transportation to airports or train stations for early departure to home).
- Supervise the preparation and stocking of the first aid kits at the start of the season, maintenance and restocking throughout the summer season and oversee proper check-in, inventory, and storage of the kits at the end of the season.
- Coordinate deliveries of medications and medical supplies to participants and camps in the backcountry.
- Assume responsibility for the creation and maintenance of the Medical Services Staff work schedule. • Assist with medical rechecks of participants as needed.
- Assume responsibility for the daily operation and inspection of vehicles assigned to the Infirmary.
- Assume responsibility for coordinating daily food pickup and delivery for Infirmary patients.
- 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, late-arriving 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).
- Assist the Associate Chief of Support in reviewing and editing all Medical Services Staff documents to reflect the most recent policies and procedures of the Philmont Infirmary.
- Assist with other staff responsibilities as directed by Infirmary Management to insure that the mission of the Philmont Scout Ranch is carried out.
- 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.
- Provide a driving record and be able to obtain a Philmont drivers permit.
- 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: Medical Services Staff Coordinators complete three days of specialized Infirmary training on the specific policies and procedures of the Philmont Infirmary, leadership and medical skills. Medical services coordinators will also attend, participate and assist in leading 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