

**ASSOCIATE CHIEF OF MEDICAL SERVICES
POSITION DESCRIPTION**

Department: Infirmary

Reports to: Chief of Medical Services

Typical Dates of Employment: May 1 (slightly flexible) - August 22 (firm)

POSITION CONCEPT

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.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 21 years of age by time of employment.

SPECIFIC JOB REQUIREMENTS

- Meet the BSA height/ weight requirements.
- Provide an Annual Health and Medical Record upon arrival at Philmont.
- Provide a driving record and be able to obtain a Philmont drivers permit.
- 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.
- Possess an EMT license or other advanced medical training.
- Possess a working knowledge of Microsoft Access and Excel.
- Have completed both basic qualifications and a majority of the advanced medical services staff qualifications throughout previous years of employment in the Infirmary.
- Pass a pre-employment background check.
- Be able to lift and handle materials up to 70 pounds.
- 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.

DESIRED EXPERIENCE

The Associate Chief of Medical Services is expected to have a solid foundation in emergency response and wilderness medicine, as well as extensive leadership experience. 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.

PRINCIPLE 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, 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).
- 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.).

TRAINING OPPORTUNITIES

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.

ADDITIONAL INFORMATION

Philmont Scout Ranch: <https://youtu.be/xhtlSZLkDMg>

Seasonal Employment Opportunities: <https://youtu.be/vnvPqUy50Bq>

Philmont Infirmary: <https://youtu.be/iF7ZILlrHvk>

For questions about this position and other Infirmary jobs, contact:

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