

**INFIRMARY MANAGER
POSITION DESCRIPTION**

Department: Infirmary

Reports to: Philmont Director of Program

Typical Dates of Employment: May 1- August 30th

POSITION CONCEPT

The Infirmary Manager oversees the all aspects of the Philmont Infirmary operation, with emphasis on Meeting all federal, state and local regulations to help maintain all licensures. The Infirmary manager supervises the nurse supervisor, the chief medic, Chief of medical services and the volunteer physicians and answers to Philmont Director of Program.

PHILMONT REQUIREMENTS

- Be over 21 years old.
- 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. .
- Exemplify the rules, regulations, policies and procedures which are described in the Philmont Staff Guidebook and presented during staff training.
- Maintain a clean and approachable look, adhering to the standards for personal appearance described in the Philmont Staff Guidebook.
- Possess a working knowledge of Microsoft Access and Excel.
- Pass a pre-employment background check.
- Have prior experience in management of employees and the regulatory process.

DESIRED EXPERIENCE

The Infirmary Manager is expected to have previous management experience, with knowledge of employee evaluations and progressive discipline systems. It is expected that this experience will be gained through previous scouting and non-scouting management experience. Medical knowledge is not required for this position but management of records and processes is desired.

PRINCIPLE RESPONSIBILITIES

- Responsible for the coordination and conduct of Infirmary staff, and volunteer Physicians to ensure consistent medical care in keeping with the operating guidelines set by the Philmont Health Lodge Task force and the Director of Program.
- Provides daily reports of the Infirmary operation to the director of program, and reports any issues appropriately.
- The Infirmary Manager is responsible for maintaining the Infirmary, Medical recheck, Medical dorm, Physician Housing, and Tent City in a clean and working order and reporting all maintenance and housekeeping needs to the appropriate people.

- The infirmary manager along with the Nurse Supervisor will maintain the Philmont infirmary ensuring that all regulations are being met and that the inventories are being maintained according to the Philmont formulary.
- Responsible to establish and maintain appropriate relationships with area hospitals and local medical providers.
- Provides training to the Volunteer Physicians and Medical students to ensure compliance to the Operational guidelines of the Philmont Infirmary.
- Available in the Infirmary during serious incidents to coordinate resources within the Philmont Infirmary.
- Conducts weekly staff meetings with the Chief of Medical Services, the Nurse Supervisor, and the Chief Medical students and other Infirmary leadership to ensure that the mission of the Philmont Scout Ranch Infirmary is being fulfilled.
- Sets a meaningful example to all Infirmary personnel in attitude, appearance and demeanor. Maintains an open two-way communication channel with all Infirmary personnel.
- Responsible for the Office Staff (Secretary and Assistant), the preparation and maintenance of medical records in conformance to HIPPA, Workmen's Compensation and insurance requirements.
- Coordinates the preparation and collection of the evaluations of the volunteer physicians and K.U. Medical Students with the appropriate members of the health lodge task force.
- Coordinates appropriate assistance with the Chaplain Coordinator and the assigned Infirmary Chaplain
- Responsible for the preparation of Risk Management reports, End of Season reports and personnel evaluations.

TRAINING OPPORTUNITIES

The Infirmary Manager will receive one day of training with the Director of Program covering specific policies and procedures of the Philmont Infirmary. The Infirmary Manager will also coordinate training for other Infirmary staff and attend the Philmont Leadership training day. Additional training opportunities may become available throughout the summer such as CPR instructor certification, and additional continuing medical education.

ADDITIONAL INFORMATION

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

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

Philmont Infirmary: <https://youtu.be/iF7ZILrHvk>

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

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INFIRMARY MANAGER September 21, 2017