

**INFIRMARY MEDICAL SERVICES COORDINATOR  
POSITION DESCRIPTION**

**Department:** Infirmery

**Reports to:** Associate Chief of Medical Services

**Typical Dates of Employment:** May 15 (slightly flexible) - August 22 (firm)

**POSITION CONCEPT**

The Medical Services Coordinator reports to the Assistant Chief of Medical Services who reports to the Chief of Medical Services. The Coordinator provides supervision to the Infirmery radio room, and to medical hasty teams in the backcountry. If necessary, the Coordinator organizes transportation for patients from the backcountry to the Infirmery and/or referral treatment to nearby hospitals.

**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 driver's 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 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 Infirmery.
- 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 Medical Services Coordinators are expected to have a solid foundation in emergency response and wilderness medicine, as well as some previous 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**

- 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.

## TRAINING OPPORTUNITIES

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.

## ADDITIONAL INFORMATION

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

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

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

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

Nate Lay  
 Chief of Medical Services  
 Philmont Scout Ranch  
[Nate.lay@scouting.org](mailto:Nate.lay@scouting.org)  
 (575) 376-2281 X1150

