

**INFIRMARY MEDICAL SERVICES STAFF  
POSITION DESCRIPTION**

**Department:** Infirmery

**Reports to:** Medical Services Coordinator

**Typical Dates of Employment:** May 20 (slightly flexible) - August 22 (flexible)

**POSITION CONCEPT**

Members of the Medical Services Staff are responsible to the Medical Services Coordinators and the Associate Chief of Medical Services. The Medical Services Staff operates the Infirmery radio room, respond to emergency medical calls, and, if necessary, provide transportation for patients from the backcountry to the Infirmery and/or referral treatment in 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 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 adverse weather conditions.
- Possess an EMT license or other advanced medical training.
- 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.
- Participate in the New Mexico Search and Rescue Field Certification training session.

- Become familiar with all Infirmery training documents supplied prior to the first day of employment.
- Become familiar with all pertinent Philmont policies and procedures.

## **DESIRED EXPERIENCE**

Experience in emergency response and wilderness medicine, such as EMT-Basic, First Responder, or Wilderness First Responder is preferred for Medical Services Staff. Previous experience on Philmont staff or on a Philmont trek is strongly preferred. Additional experience working in EMS, Search and Rescue, or Ski Patrol is also beneficial.

## **PRINCIPLE RESPONSIBILITIES**

- Attend daily staff meeting when on duty and ensure that appropriate handoff of information is shared before the end of your shift.
- Follow established procedures for reporting maintenance needs and supply shortages.
- Assist in the preparation and stocking of the first aid kits at the start of the season and maintenance throughout the summer season.
- Serve as a Philmont First Aid Instructor. Maintain expert-level knowledge of the Philmont First Aid curriculum.
- Achieve an understanding and attitude among the Infirmery staff as to the responsibility Philmont has to the individuals who cannot complete some segment (large or small) of their planned experiences.
- Assist with medical rechecks and Infirmery tent city as needed to ensure efficient operations of those departments. Assist with after-hours and high-volume clinic operations as requested.
- Know the capabilities and notification procedures for local emergency resources.
- Demonstrate safe operating procedures for Infirmery vehicles. Obey all traffic laws and Philmont driving policies.
- Perform daily Infirmery vehicles service checks. Keep vehicles in a clean and serviced condition, ready for use at all times.
- Perform daily Infirmery gear checks. Keep ALS and BLS bags in an organized and fully-stocked condition, ready for use at any time. Maintain knowledge of all rescue equipment (indications, contraindications, proper use, troubleshooting).
- Through training, establish knowledge of backcountry camp locations and become familiar with the Philmont road and trail network.
- Operate the Infirmery radio room. Follow all radio and phone procedures, track radio calls and locations of medical teams and patients, and ensure the proper handling and documentation of all paperwork.
- Participate in training and demonstrate competency regarding Search and Rescue operations at Philmont. Attend training with the Ranger and Logistics department and understand the roles of all members of the SAR team.

- With a KU medical student, respond to backcountry medical emergencies. Provide medical support and safe, rapid transportation of patients from the backcountry to definitive medical care.
- Provide transportation to non-urgent patients to and from the backcountry as needed.
- Provide informative and interactive tours to PTC groups and Infirmary visitors as requested.
- Achieve all basic Medical Services Staff qualification requirements, as outlined in the Infirmary qualifications manual.
- Keep the Infirmary work area and personal quarters clean and neat.
- Provide transportation to offsite medical facilities when special needs arrive. This may include trips up to 500 miles and require staying in healthcare facilities overnight. .
- Assist with other staff responsibilities as directed by Infirmary Management to insure that the mission of the Philmont Scout Ranch is carried out.
- Make suggestions to Infirmary Management of ways to improve the operation.

## TRAINING OPPORTUNITIES

Medical Services Staff will complete 21 days of specialized infirmary training on the specific policies and procedures of the Philmont Infirmary, search and rescue, and medical skills. Medical services staff may also have the opportunity to receive training in Health Care Provider CPR, Emergency Vehicle Operations and New Mexico Search and Rescue field certification. Additional training opportunities may become available throughout the summer such as ride alongs with local EMS, medical lectures and continuing medical education credits may be obtained.

## 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:

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