

# **MEDICAL OFFICER**

## **Job Description**

**Job Title: MEDICAL Officer**  
**Department: Business & Safety**  
**Reports to: Camp Director**  
**Salary Grade: 6**

**JOB PURPOSE:** The Medical Officer has primary responsibility for the health & safety of everyone in Camp including Staff, Unit Leaders, Scouts, Volunteers, and Visitors. For all medical care, they are under the direction of the Camp Doctor (a physician currently licensed in the State of Illinois).

**JOB DUTIES:** The Medical Officer oversees all health & safety aspects of Camp, ensuring compliance with National Standards and a safe and enjoyable experience for the Adults and Scouts. They are a positive role model for all Staff, Unit Leaders, and Scouts. Specifically, they are responsible for (1) following ISR policies & procedures, (2) reviewing and maintaining confidentiality of BSA medical forms for all Staff, Unit Leaders, Scouts, and Volunteers, noting and communicating (on a need-to-know basis) any limitations, special needs, or life-threatening conditions, (3) ensuring documentation of parent or guardian authorization for emergency medical treatment for all minors, (4) training Staff and Unit Leaders in the secure storage and appropriate dispensing (including record-keeping) of any medications, (5) completing routine medical needs in accordance with written procedures, ensuring documentation in BSA First Aid Log, (6) reviewing the BSA First Aid Log with the Camp Director at least weekly, noting issues and trends, (7) contacting EMS services in emergencies per written procedure, (8) handling Health Lodge sanitation including disposal of contaminated waste and sharps, and (9) drafting a written Staff report, including year-end inventories and needs lists, at the end of Camp. The Medical Officer must live on-site at ISR and be on-property and on-call whenever the Camp is occupied (unless another adult 18 years or older with the current and appropriate training listed below is available and at Camp).

**BACKGROUND/EXPERIENCE:** Must be at least 18 years old and be trained as one of the following: (1) Licensed Physician, (2) Licensed Nurse Practitioner, (3) Nurse ... RN, LPN, or LVN, (4) Licensed Physician Assistant, (5) Paramedic, (6) Emergency Medical Technician ... EMT, or (7) Emergency Medical Responder. Must be detailed in reviewing BSA Medical Forms and maintaining the BSA First Aid Log. Requires a thorough understanding of ISR policies & procedures, and a commitment to live by the values of the Scout Oath & Law. Must be full-time as Medical Officer (no other duties). Must be willing to become a registered member of the Boy Scouts of America at time of employment. Must also take Unlawful Harassment Prevention, Youth Protection Training, Hazardous Weather Training, and have completed the one-time self-study course Camp Health Officer's Training Course (ALL PROVIDED).