

# D CAMPS

## 2024 CAMP BRIARDALE HEALTHCARE TEAM EMPLOYMENT HANDBOOK



**CAMP  
BRIARDALE**  
D CAMPS

**DIABETES  
CANADA**



## APPLICANTS TO D-CAMPS WEST

At D-Camps, children enjoy an authentic camp experience while having all of their diabetes needs met by a team of skilled medical professionals. For fun and skill building, our awesome program team leads the way!

Our medical staff includes endocrinologists, doctors, nurses, dietitians as well as health-care students, residents and interns. Together, they form a support network to help campers manage their diabetes more independently. If you or your colleague is interested in working as part of our D-Camps medical team, we'd love to hear from you!

Volunteer medical staff will be positive role models that are committed to ensuring safe and enjoyable experiences that reflect the mission and core values of Diabetes Canada's National Camping Program.

## DIABETES CANADA VISION AND MISSION STATEMENT

Vision - A world free of the effects of diabetes.

Mission - To lead the fight against diabetes by:

- Helping those affected by diabetes to live healthy lives.
- Preventing onset and consequences of diabetes.
- Discovering a cure.

## THE GOALS OF D-CAMPS

Diabetes Canada camps and youth programs are aimed at children and youth affected by type 1 diabetes. These overnight programs emphasize participation in camp activities and provide an opportunity for diabetes education. Camp also helps youth to gain independence and self-discipline in managing their diabetes. The goals of Diabetes Canada camps are:

- Teach independent, self-management of diabetes.
- Foster lasting friendships
- Improve self-esteem
- Provide a safe, fun and educational camp experience

## OUR CAMP PROGRAM HISTORY

Inspiring Independence Together – since 1953

Diabetes Canada's camping tradition began in 1953 with the opening of the first D-Camp in Eastern Ontario. Since then, our camping program has grown extensively, and the Association now operates 9 overnight camps across Canada. Since the beginning, the focus of our camps has been to provide children living with type 1 diabetes with opportunities to enjoy an authentic camp experience while having all of their diabetes needs monitored by a dedicated team of trained medical professionals.

### 2023 CAMP BRIARDALE DATES

#### Medical Team Training(s)

TBC

Tentatively August 16 – 17, 2024\*

#### Session Dates

August 19<sup>th</sup>-23<sup>rd</sup>, 2024

### ABOUT CAMP BRIARDALE

The first Diabetes Canada camp for children with diabetes in Manitoba was held in 1959. In 1998 the camp was named Camp Briardale in memory of Pamela Dale Richardson. Camp Briardale is currently proud to be hosted by B'nai Brith Camp in beautiful Lake of the Woods, with whom we share a long history. The majority of campers are transported by bus from Winnipeg to Kenora. Camp Briardale offers the opportunity for children with diabetes to participate in a regular camping experience. They join in all activities of camp, which encourages the feeling of being just like any other child. Participants sleep in rustic cabins equipped with bunk beds, electric lights and counsellor sleeping quarters.

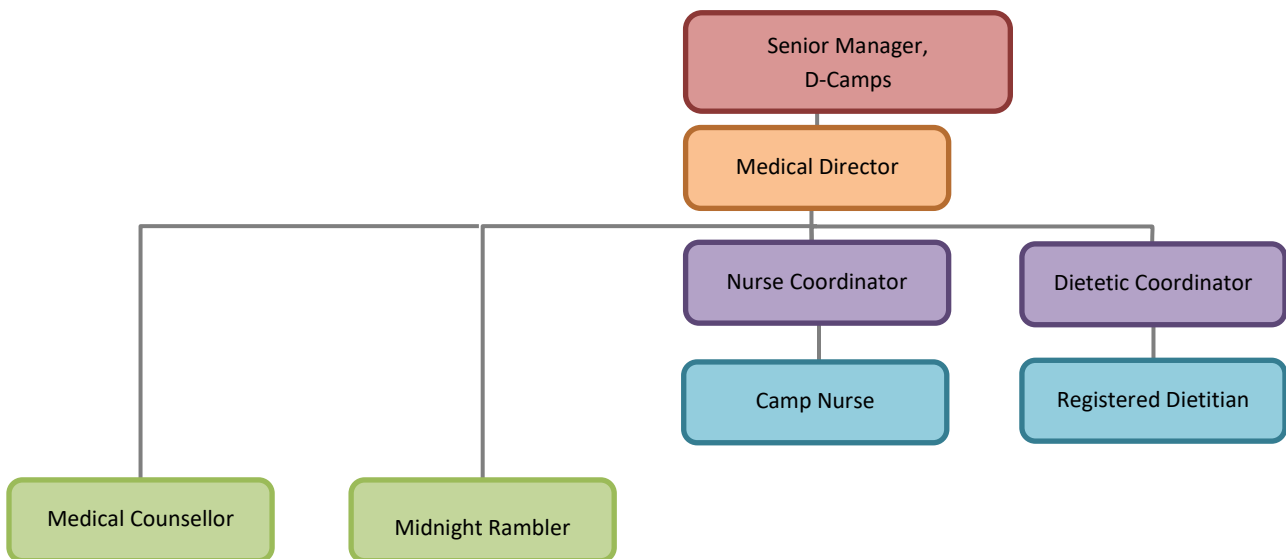
### D-CAMPS CRC-VSS POLICY

All new and returning staff must provide either a CRC or CRC and VSS according to the policy below. We will accept a criminal record check that has been completed within 12 months of hire, and a vulnerable sector screening (VSS) within three years. We will also accept valid education service cards from Saskatchewan, Nova Scotia and Ontario. The original check(s) must be verified by Diabetes Canada staff for authenticity and a copy will be taken for our files.



| Age   | Requirements  |
|---|---|
| 18 to 25  | You will need a Criminal Record Check only<br>Check can be completed through Back Check, a local police service the RCMP provide  |
| 26 and over<br><u>with</u> a Vulnerable Sector Search (VSS) within last 3 years | You will need a Criminal Record Check only<br>Check can be completed through Back Check, a local police service the RCMP provide<br>Copy of valid VSS must be provided upon hire. |
| 26 and over<br><u>without</u> a VSS within last 3 years                         | You will need a Criminal Record Check <u>AND</u> Vulnerable Sector Search<br>Staff/volunteer <u>must</u> visit local police service the RCMP                                      |

## CAMP BRIARDALE HEALTH TEAM ORGANIZATIONAL STRUCTURE



**Please find job descriptions for the following positions:**

|                      |         |
|----------------------|---------|
| Medical Director     | Page 5  |
| Nurse Coordinator    | Page 7  |
| Nurse                | Page 9  |
| Dietetic Coordinator | Page 11 |
| Dietitian            | Page 13 |
| Medical Counsellor   | Page 14 |
| Midnight Rambler     | Page 16 |

## Camp Briardale Medical Director

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### General

The Camp Medical Director is responsible for all diabetes-related medical care at camp regardless of whether they are on site. The Camp Medical Director is responsible for the leadership of the entire Medical Staff and the delegation of responsibilities to it.

### Responsibilities

- To ensure the overall health, welfare and safety of campers, and to consult with the Nurse Coordinator and Manager or Coordinator, Camps & Youth Programs, daily
- Member of D-Camps camp committee
- Assist in recruiting and responsible for final selection of Senior Medical Team
- Assist as needed in the recruiting of Medical Counselors and Midnight Ramblers
- Participate in the review of medical supplies lists and recommends additional changes
- Participate in review of appropriate forms/policies and procedures for administrative use and the camp manual
- Participate in the campers diabetes care while at Camp
- To be aware of all incidents of potential medical significance occurring within the Camp
- Ensures orientation and education for camp Counselors and staff
- Review of all camper medical forms and identify any potential problems; contact parents/physician if any clarification is necessary
- Review documentation and management of all serious medical problems and communicate the conclusion and recommendations to Manager, Camps & Youth Programs
- Provide supervision as necessary and act as a resource for staff in their provision of care to children
- Supervises insulin adjustments by Senior Medical Team
- To know and abide by Camp rules

### Skills Required

- Ability to prioritize and deal with stressful circumstances of medical concerns
- Ability to work in a multidisciplinary team
- Effective verbal and written communication skills
- Ability to work in a fast-paced environment
- Strong problem- solving skills
- Confident practicing in an outdoor camp environment

### Education and Experience

- Eligible for licensure in Ontario
- Membership in the Canadian Medical Protective Association
- Pediatric Endocrinologist

### **Time Commitment**

- Be available for recruitment of Senior Medical Team and for the ordering medical supplies, pre-camp and for all of the above-outlined tasks for the duration of the Camp Session
- Be available for participation in Camp Committee meetings throughout the year

### **Accountable To**

- Manager, Camps & Youth Programs, and Diabetes Canada

## Camp Briardale Nurse Coordinator

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### **General**

The Camp Nurse Coordinator is responsible for the administration and supervision of all nursing functions.

### **Responsibilities**

- Member of D-Camps camp committee
- Assist in recruiting and responsible for final selection of camp nurse(s)
- Manage the Nurses Station and nursing staff
- Participate in the review of medical supplies lists and recommends additional changes
- Assist in the set-up and supervise blood testing and injection areas and supplies
- Organize and supervise pump site changes
- Participate in the orientation and education of camp Counselors and staff
- Participate in the campers diabetes care while at camp
- Organize and facilitate systems for nighttime blood glucose testing
- Participate in daily multidisciplinary team meetings/updates regarding day-to-day diabetes management of campers
- Supervise/delegate nursing duties at Camp
- Supervise daily insulin administration and blood glucose testing
- Ensure documentation of blood glucose results, insulin dosages, reactions, and any other medical issues
- Ensure all blood glucose equipment is in proper working order
- Ensure all medical and emergency systems are set up and maintained
- Participate in review of appropriate forms/policies and procedures for administrative use and the camp manual
- Be aware of all incidents of potential medical significance occurring within the Camp
- Review of all camper medical forms and identify any potential problems; contact parents/physician if any clarification is necessary
- To know and abide by Camp rules

### **Skills Required**

- Able to work in a multidisciplinary team
- Skilled in the use of technology in pediatric type 1 diabetes management

### **Education and Experience**

- Eligible for licensure in Ontario
- Registered Nurse in good standing
- Diabetes educator or have experience in diabetes management and working with children and diabetes management in the camp setting

### **Time Commitment**

- Be available for the entire duration of the Camp Session, one to two days pre-camp, and other tasks as specified above
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## Camp Briardale Nurse

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### **General**

The Camp Nurse is responsible for the diabetes care and safety of the campers to which they are assigned by supervising and/or carrying out the diabetes care program delegated by the Nurse Coordinator and/or Medical Director.

### **Responsibilities**

- Help supervise blood testing
- Organize and supervise insulin administration
- Supervise pump site changes
- Participate in and help with orientation and education of camp Counselors and staff
- Participate in the diabetes care in the infirmary
- Ensure documentation of blood glucose results, insulin dosages, reactions, and any other medical issues
- Assist Nurse coordinator in ensuring all blood glucose equipment is in proper working order
- Assist Nurse coordinator in ensuring all medical and emergency systems are set up and maintained
- To be aware of all incidents of potential medical significance occurring within the Camp
- Teach and support student Medical Counsellors at camp
- Review of all camper medical forms and identify any potential problems; contact parents/physician if any clarification is necessary
- To know and abide by Camp rules

### **Education and Experience**

- Registered Nurse in good standing
- Diabetes educator or have experience in diabetes management and working with children and diabetes management in the camp setting

### **Time Commitment**

- Be available for the entire duration of the Camp Session, one to two days pre-camp, and for other tasks as specified in Position Duties.

## Camp Briardale Dietetic Coordinator

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### **General**

The Camp Dietetic Coordinator is responsible for coordinating/supervising or delegating all nutrition-related needs to appropriate camp personnel.

### **Responsibilities**

- Member of Camp Committee
- Establish and/or review camp menus
- Assist in recruiting and responsible for final selection of Camp Dieticians and Nutrition Counselors
- Provide direction and supervision Nutrition Counselors
- Participate in and help with orientation and education for camp Counselors and Staff
- Ensure all necessary food supplies are available at camp
- Facilitate Nutrition Counselor Team meetings throughout the week as necessary
- Interact with kitchen staff
- Support Nutrition Counselors helping campers with carb counting and meeting nutritional needs or goals
- Review of all camper medical forms and identify any potential problems; contact parents/dietitian if any clarification is necessary
- Develop/maintain forms for nutrition/administrative use and camp manual
- Review of all camper medical forms and identify any potential problems; contact parents/physician if any clarification is necessary
- To know and abide by Camp rules

### **Qualifications**

- Registered Dietitian in good standing
- Must meet eligibility for Certified Diabetes Educator or have experience in diabetes management and working with children and diabetes management in the camp setting

### **Time Commitment**

- Be available for the entire duration of the Camp Session, one to two days pre-camp, and for other tasks as specified above.
- Be available to participate in Camp Committee meetings throughout the year

## **Camp Briardale Dietitian**

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### **General**

The Camp Dietitian assists the Camp Dietetic Coordinator in providing all nutrition-related needs and issues at camp.

### **Responsibilities**

- Establish and/or review camp menus
- Participate in and help with orientation and education for camp Counselors and Staff
- Ensure all necessary food supplies are available at camp
- Participate in multidisciplinary team meetings/updates regarding day-to-day diabetes management of campers
- Support Nutrition Counselors helping campers with carb counting and meeting nutritional needs or goals
- Interact with kitchen staff
- Assist campers with meal and snack selection
- Adjust camper's meal to coordinate with camp activity/exercise and camping routines
- Review of all camper medical forms and identify any potential problems; contact parents/dietitian if any clarification is necessary
- To know and abide by Camp rules

### **Qualifications**

- Registered Dietitian in good standing
- Must have experience in diabetes management and working with children and diabetes management in the camp setting

### **Time Commitment**

- Be available for the entire duration of the Camp Session, one to two days pre-camp, and for other tasks as specified above.

## Camp Briardale Medical Counsellor

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### General

The role of Medical Counsellors is to oversee and support campers with their diabetes management during their time at camp. This includes assisting campers with testing and insulin injections, as well as recording and monitoring blood glucose levels over the course of the week. Medical Counsellors will work in partnership with the Program Counsellors.

### Responsibilities

- Along with a Program Counsellor and the Medical Team, provide supervision and leadership to ensure the physical and emotional safety of a group of campers age range 7 to 15 years
- To ensure that campers' basic needs are met on a daily basis in terms of health, hygiene and nutrition
- To adhere to and model to the campers the policies, practices, and procedures of Camp Briardale, and to act as a positive role model at all times
- Learn and practice how to monitor, supervise and record campers' daily diabetes management (blood glucose monitoring, insulin, meal plan, and exercise)
- Assisting campers in learning and adjusting to the daily routine
- Assisting each camper in meeting his/her health, hygiene and nutritional needs
- Participating with campers in ALL programs and activities
- Assisting campers with their meal plans and food distribution, before serving self
- Performing, supervising, and/or monitoring campers' diabetes management and promoting further knowledge and growth in these areas
- Briardale staff are looked on as role models by the campers, therefore, **if you live with diabetes**, one of your responsibilities is to manage your own diabetes as best as possible throughout your time at camp.
- Working with Medical Team to help campers adjust diet and insulin based on blood glucose levels and anticipated activity.
- To be an active member of the Counselling Team, giving input, suggestions and problem solving
- Assisting activity leaders and program Counsellors as required during activities
- Providing supervision at mealtimes, bedtimes, and any unstructured times
- Helping campers monitor blood sugars, especially during high impact activities
- Report all accidents and incidents immediately to the Camp Coordinator and cooperate in the completion of required follow-up.

### Skills Required

- Ability to work effectively in a fast-paced environment
- Strong problem-solving skills

### Education & Experience

- Preference given to individuals currently pursuing education in the health field
  - Preference to those that have taken some form of a leadership program through their community or school or have had counselling experience at Camp Briardale or another camp
  - Experience working with children
  - Standard First Aid and CPR-C Certification required
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## Camp Briardale Midnight Rambler

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### General

The role of Midnight Ramblers is to oversee and support campers with their diabetes management during their time at camp and to check camper's blood sugars throughout the night.

### Responsibilities

- Check camper's blood sugars throughout the night according to protocol set by the Medical Director
- With support of Registered Nurse, Camp Physician or Medical Director treat low and high blood sugars
- To adhere to, and interpret to the campers the policies, practices, and procedures of Camp Briardale, and to act as a positive role model at all times.
- Actively and enthusiastically assist in camp programs
- Assisting campers with their meal plans and food distribution, as required
- Reporting all accidents and incidents immediately to the Camp Coordinator and/or Medical Director and cooperate in the completion of required follow-up.
- Understanding and adhering to all staff Rules and Regulations
- Assist Medical Team in the organization of the health unit
- Support nurses and physicians during arrival day at camp.
- Perform all other related duties as assigned by the Medical Director
- Assist the Nursing Coordinator with the safety of campers.
- Consults with the Nursing Coordinator on a regular basis when unsure about a task or if the task is beyond their scope of training.
- Actively engage in learning about diabetes and diabetes management
- **If you live with diabetes**, one of your responsibilities is to manage your own diabetes as best as possible throughout your time at camp.

### Skills Required

- Ability to work effectively in a fast-paced environment
- Comfortable working throughout the night
- Strong problem-solving skills
- Confidence working with children between the ages of 7- 15 years of age

### Education & Experience

- Preference given to individuals currently pursuing education in the health field
- Standard First Aid and CPR-C Certification Required
- Experience working with children

## HOW TO APPLY

To apply, please complete the online hiring form found through the links below. If you require a paper application, please contact us.

**All applicants (new and returning staff) must submit the following documents online via the web form:**

- Personal Contact information
- Cover Letter (attached to application form)
- Resume (attached to application form)
- References (2 for new staff, 1 for returning)

**Note:** Offers and interviews are conditional on anticipated certifications. Please provide an updated list of current certifications and dates of anticipated achievement of certifications at the time of employment.

**Application Deadline** The deadline for Healthcare Team applications is **February 29, at 11:59 PM EST**. Hiring is ongoing. Interviews will be scheduled as applications are received; Applications submitted after the deadlines may be considered for employment.

**Questions about the application process? Please contact:**  
**Cale Allen, Camp Director, D-Camps West:** [cale.allen@diabetes.ca](mailto:cale.allen@diabetes.ca)

**APPLY HERE**

We thank you for your application however, only candidates selected for interview will be contacted.

If you have any further questions about what the camps are like, we encourage you to check out the website at [www.diabetes.ca/d-camps](http://www.diabetes.ca/d-camps)

Or if you have questions about other employment opportunities with D-Camps, please contact us at [dcamps.hiring@diabetes.ca](mailto:dcamps.hiring@diabetes.ca)

At Diabetes Canada, we are an equal opportunity employer that does not discriminate on the basis of race, ethnicity, national origin, gender, gender identity, sexual orientation, disability, age, or other legally protected status. We are dedicated to a high-performance, diverse, and inclusive workplace. We strongly believe that having a diverse organization with various skills and abilities will inspire creativity, drive innovation, and promote belonging. We are committed to building a team representative of different backgrounds and perspectives, and we encourage applications from all qualified candidates who represent the full diversity of communities across Canada.



For individuals with disabilities who would like to request an accommodation, please contact us at [dcamps.hiring@diabetes.ca](mailto:dcamps.hiring@diabetes.ca)

Applicants must be legally eligible to work in Canada and, where applicable, must have a valid work permit or study permit that allows the candidate to fulfill the requirements of the role.