

D CAMPS

2024 CAMP KAKHAMELA HEALTHCARE TEAM EMPLOYMENT HANDBOOK



CAMP
KAKHAMELA
D-CAMPS

DIABETES
CANADA

APPLICANTS TO DIABETES CANADA CAMP KAKHAMELA

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:

- Develop independent, self-management diabetes skills
- 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.

2024 CAMP KAKHAMELA DATES

Medical Team Training(s)

TBD

Session

Week 1: June 30th – July 5th, 2024

Week 2: July 7th – July 12th, 2024

ABOUT CAMP KAKHAMELA

For over 60 years, Camp KakhameLA located at Camp Elphinstone on the beautiful Sunshine Coast has been providing camping programs to youth living with Type 1 Diabetes in British Columbia. It runs for two one-week sessions. Week 1 and Week 2 both serve youth from 7-15 years old. In addition to this there is a Leadership Development Program for participants ages 16-17 years that runs for the full two weeks.

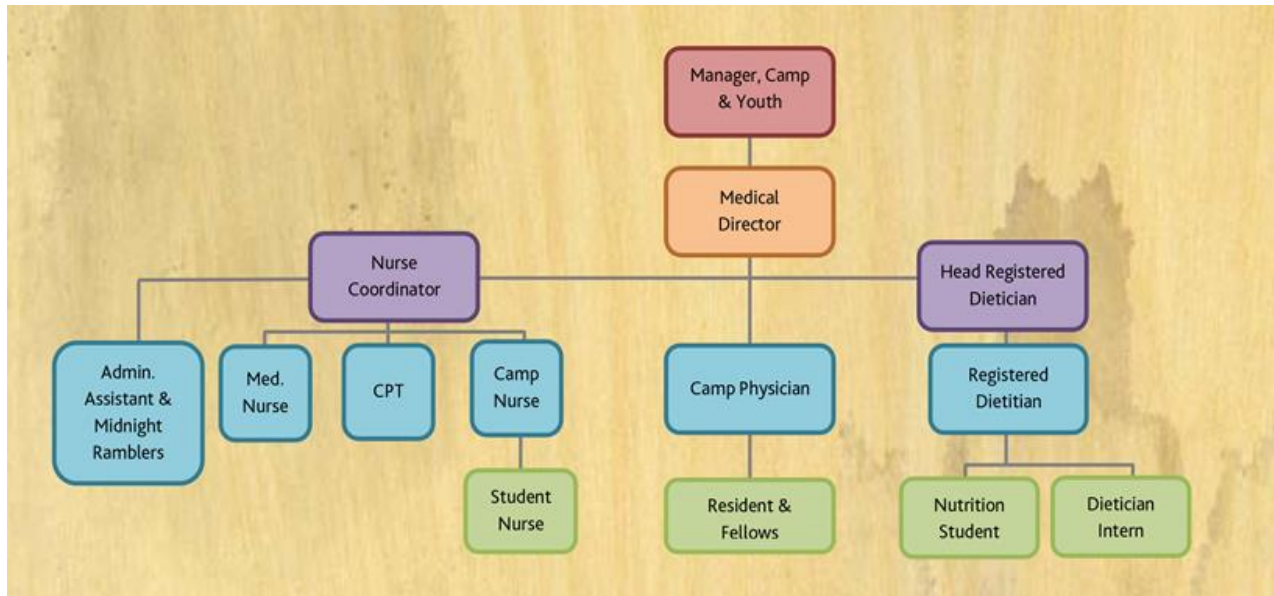
D-CAMPS CRC-VSS POLICY

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



CAMP KAKHAMELA HEALTH TEAM ORGANIZATIONAL STRUCTURE



Please find job descriptions for the following positions:

Medical Director	Page 5
Camp Physician	Page 7
Medical Intern/Fellow	Page 9
Nurse Coordinator	Page 11
Medication Nurse	Page 14
Certified Pump Trainer	Page 16
Camp Nurse	Page 18
Student Nurse	Page 21
Head Dietician	Page 23
Camp Dietician	Page 25
Midnight Rambler	Page 27
Administrative Assistant	Page 29

Camp Kakhamela Medical Director

The Camp Medical Director is responsible for all 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 Head Nurse and Manager or Camp Coordinator daily
- Medical Director takes medical responsibility when no physician on site
- Assist in recruiting and responsible for final selection of camp physician(s)
- Assist as needed in the of recruiting nurse(s), dietitian(s) staff
- 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 diabetes care in the Med Hut
- To be aware of all incidents of potential medical significance occurring within the Camp
- Ensures orientation and education for camp counsellors and staff
- Review of all campers 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 D-Camps
- Provide supervision as necessary and act as a resource for staff in their provision of care to children
- To know and abide by Camp rules
- To arrange Medical Student, Resident, Fellow and Midnight Rambler participation at Camp

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 to practice medicine in BC
- Membership in the Canadian Medical Protective Association
- Endocrinologist or have experience in working with children and diabetes management in the camp setting

Time Commitment

- Be available for recruitment of physicians and of 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



Camp Kakhamela Physician

The Camp Physician is responsible for providing diabetes management in a camp setting. The overall purpose of the position is to be an integral part of the diabetes care, and overall health of campers.

Responsibilities

- To ensure the overall health, welfare, and safety of campers
- To be familiar with Med Hut Manual prior to camp.
- Participate in the review of medical supplies lists and recommends additional changes
- Participate in education of counsellors and staff
- Participate in the diabetes care in the Med Hut
- To be aware of all incidents of potential medical significance occurring within the Camp
- Review of all campers 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 Medical Director/Camp Coordinator
- Provide supervision as necessary and act as resource for Diabetes Canada staff in their provision of care to children
- To stabilize ill campers before transport to another treatment center, and accompany and/or arrange with accepting physician for care and consent
- 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

Education and Experience

- Eligible to practice medicine in BC
- Membership in the Canadian Medical Protective Diabetes Canada
- Endocrinologist, Pediatrician or have experience in working with children and diabetes management in the camp setting

Time Commitment

- Be available for the entire duration of the Camp Session and other tasks as specified above

Camp Kakhamela Medical Intern/ Resident/ Fellow

The Camp Medical Intern / Resident / Fellow is responsible for helping the Camp Physicians in providing diabetes management in the Camp setting. The overall purpose of the position is to assist with the delivery of health services under the direction of a Camp Physician.

Responsibilities

- To cooperate with other members of the medical team to ensure the overall health, welfare, and safety of campers.
- To understand the rules and responsibilities of the Camp's Medical staff and to support them in their work
- To know Camp medical procedures and routines, and how they interface with the Camp program as outlined in the Med Hut Manual
- Participate in the diabetes care in the Med Hut under physician supervision
- Participate in medical coverage on activities
- To participate in the daily medical staff meetings and review of individual camper's blood sugars, diet, and special problems
- To be aware of all incidents of potential medical significance occurring within the Camp
- To know and abide by Camp rules

Skills Required

- 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

Education and Experience

- A participant in an internship or residency program recognized by the College of Physicians and Surgeons of BC
- Membership in the Canadian Medical Protective Diabetes Canada
- Able to administer direct health care under supervision of Camp physician(s)

Time Commitment

- Be available for the entire duration of the Camp Session and other tasks as specified above

Camp Kakhamela Head Nurse

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

Responsibilities

- Assist in recruiting and responsible for final selection of camp nurse(s)
- Manage the Med Hut and nursing staff
- Participate in the review of medical supplies lists and recommend additional changes
- Set up and supervise blood checking and injection areas and supplies
- Take down/clean up Med Huts and amalgamate supplies for Family Camp
- Set up camper BG cards with labels and cabin groups
- Organize and supervise pump/CGMS site changes
- Coordinate/provide orientation and education for camp counsellors and staff
- Participate in the diabetes care in the infirmary
- Coordinate hypoglycemia management stations during on site activities
- Participate in daily multidisciplinary team meetings/updates regarding day-to-day diabetes management of campers
- Supervise/delegate nursing duties in the Med Hut
- Supervise/delegate daily insulin administration and blood glucose checking
- Supervise/delegate Medication Nurse
- Coordinate/delegate PRN meds and Nurse of the Day
- Supervise/coordinate activities of Camp K nursing staff
- Teach/supervise/support student nurses at Camp
- 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 Crash Kits, fanny packs 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
- Prepare and assist with post-camp letters
- To know and abide by Camp rules

Skills Required

- Able to work in a multidisciplinary team
- Effective verbal and written communication skills
- Ability to work in a fast-paced environment
- Strong problem- solving skills

Education and Experience

- Registered Nurse
- Certified Diabetes Educator with experience in diabetes management and working with children and diabetes management in the camp setting
- Comfortable/competent with management of insulin pumps and CGM

Time Commitment

- Be available for the entire duration of the Camp Session and other tasks as specified above

Camp Kakhamela Medication Nurse

The Medication Nurse is responsible for the administration of regularly scheduled medications (and some PRN medications) 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

- Assist with set up/take down of camp as needed
- Set up and maintain medication administration files (MAR's), MAR binder and scheduled and PRN medications
- Assist with medication pick up from families at start of each camp session
- Organize and supervise medication administration
- Participate in and help with orientation and education for camp counsellors and staff
- Participate in nighttime rounds (midnight only)
- Participate in hypoglycemia management stations during on site activities
- Participate in daily multidisciplinary team meetings/updates regarding day-to-day diabetes management of campers
- Ensure documentation of all medication administration, reactions, and any other medical issues
- Ensure all Crash Kits, fanny packs and emergency systems are set up and maintained
- Participate in medical coverage for camper activities
- Teach and support student nurses at camp
- Review of all camper medical forms and identify any potential problems; contact parents/physician if any clarification is necessary
- Assist with post camp letters
- Know and abide by Camp rules

Skills Required

- Able to work in a multidisciplinary team
- Have a knowledge of medication administration records
- Ability to work in a fast-paced environment
- Strong problem- solving skills

Education and Experience

- Registered Nurse or Nurse Practitioner
- 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 and for other tasks as specified in Position Duties

Camp Kakhamela Certified Pump Trainer (CPT)

The Certified Pump Trainer is responsible for providing support to campers on insulin pump therapy.

Responsibilities

- Help with set up/take down of camp and maintenance of workstation
- Assist nurses with daily stocking tasks
- Participate in 0000H and 0300H night checking
- Assist with meal bolus checks as required
- Assist with receiving campers on campers' first day either on ferry or at camp
- Supervise and assist with blood glucose testing
- Organize and supervise insulin administration by pump
- Supervise and assist with pump/CGMS site changes
- Participate in and help with orientation and education for camp counsellors and staff
- Participate in pump and sensor related diabetes care in the Med Hut
- Participate in daily multidisciplinary team meetings/updates regarding day-to-day diabetes management of campers
- Ensure documentation of blood glucose results, insulin dosages, reactions, and any other medical issues
- Participate in hypoglycemia management stations during on site activities
- Teach and support student nurses at camp regarding pump therapy
- Review of all campers medical forms and identify any potential problems; contact parent/ physician if any clarification is necessary
- Assist with post camp letters
- know and abide by Camp rules

Skills Required

- Able to work in a multidisciplinary team
- Effective verbal and written communication skills
- Ability to work in a fast-paced environment
- Strong problem- solving skills

Education and Experience

- CPT status with one or more of the insulin pumps available in Canada
- Certified Diabetes Educator in good standing
- Experience in pump-related diabetes management and working with children and diabetes management in a Camp setting

Time Commitment

- Be available for the entire duration of the Camp Session, and for other tasks as specified above

Camp Kakhamela Nurse

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 checking and glucose monitoring
- Organize and supervise insulin administration
- Supervise pump site changes and assist as needed
- Participate in and help with orientation and education for camp counsellors and staff
- Participate in the diabetes care in the infirmary
- Participate as nurse of the Day and assist with PRN meds/ medical care as needed
- Participate in hypoglycemia management stations during on site activities
- Participate in daily multidisciplinary team meetings/updates regarding day-to-day diabetes management of campers
- 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 Crash Kits, fanny packs and emergency systems are set up and maintained
- Participate in medical coverage on activities
- Teach and support student nurses at camp
- Review of all camper medical forms and identify any potential problems
- Assist with post camp letters
- know and abide by Camp rules

Skills Required

- Able to work in a multidisciplinary team
- Effective verbal and written communication skills
- Ability to work in a fast-paced environment
- Strong problem- solving skills
- Ability to learn and apply new knowledge and know when to seek guidance (i.e. technology)

Education and Experience

- Registered Nurse or Nurse Practitioner
- 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 and for other tasks as specified in Position Duties.

Camp Kakhamela Student Nurse

Help plan and carry out a program of health and safety for all campers with diabetes and camp staff under the direction of the Camp Nurses and the Head Nurse.

Responsibilities

- Cooperate with other members of the medical team to ensure the overall health, welfare, and safety of campers
- Understand the rules and responsibilities of the Camp's Medical staff and to support them in their work
- Know Camp medical procedures and routines, and how they interface with the Camp program as outlined in the Med Hut Manual
- Help with blood sugar checking under the supervision of a nurse at all times
- With the supervision of the Head Nurse or Camp RN may assist with camper's insulin administration
- With the direct supervision of Head Nurse/Camp Nurse/ Pump Trainer may assist with pump sites
- Ensure documentation of blood glucose results, insulin dosages, reactions, and any other medical issues
- Participate in hypoglycemia management stations during onsite activities
- Participate in and help with orientation and education for camp counsellors and staff
- Assist in the diabetes care in the infirmary
- Participate in daily multidisciplinary team meetings/updates regarding day-to-day diabetes management of campers
- Ensure documentation of blood glucose results, insulin dosages, reactions, and any other medical issues
- Assist in ensuring all blood glucose equipment is in proper working order
- Ensure all Crash Kits, fanny packs and emergency systems are set up and maintained
- Know and abide by Camp rules

Skills Required

- Able to work in a multidisciplinary team
- Effective verbal and written communication skills
- Ability to work in a fast-paced environment
- Strong problem- solving skills
- Ability to learn and apply new knowledge with supervision

Education and Experience

- Have completed at least 2 years of a 3- or 4-year recognized nursing training program

Time Commitment

- Be available for the entire duration of the Camp Session and other tasks as specified above

Camp Kakhamela Head Dietitian

The Head Camp Dietitian(s) are responsible for coordinating, supervising, and delegating all nutrition-related needs to appropriate camp personnel.

Responsibilities

- Establish camp menu in conjunction with YMCA Head Chef, ensuring compliance with applicable nutrition guidelines, including DC Clinical Guidelines, and Canada's Food Guide.
- Provide orientation and education to YMCA kitchen staff, in collaboration with Camp Administrative Team, Medical Director and Head Nurse
- Ensure all necessary food supplies are available at camp well in advance, collaborating with YMCA Head Chef
- Participate in daily multidisciplinary team meetings/updates regarding day-to-day diabetes management of campers
- Work with YMCA Head Chef to ensure kitchen staff are aware of all dietary restrictions
- Assist campers with meal and snack selection as necessary
- Adjust camper's meal to coordinate with camp activity/exercise and camping routines
- Review of all camper medical forms and identify any potential dietary concerns; contact parents/dietitian if any clarification is necessary
- Develop and maintain forms for nutrition/administrative use and camp manual
- Recruit Registered Dietitians and dietetic students or interns as needed, including but not limited to coordinating volunteer position postings, interviewing candidates, vetting qualifications, and make recommendations to Camp Administrative Team
- To know and abide by Camp rules
- Update MedHut Manual in collaboration with Medical Director as necessary
- Supervise Dietetic Interns during Internship rotation

Skills Required

- Able to work in a multidisciplinary team
- Effective verbal and written communication skills
- Ability to work in a fast-paced environment
- Strong problem-solving skills
- Effective leadership and coordinating skills

Education and Experience

- Registered Dietitian in good standing
- Certified Diabetes Educator an asset

Time Commitment

- Entire duration of the Camp Session, one to two days pre-camp, and for other tasks as specified above
- Other tasks specified in responsibilities may need to be completed well in advance of the Camp Session

Camp Kakhamela Dietitian

The Camp Dietitian assists the Head RD 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 counsellors and Staff
- Ensure all necessary food supplies are available at camp
- Participate in daily multidisciplinary team meetings/updates regarding day-to-day diabetes management of campers
- 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

Skills Required

- Able to work in a multidisciplinary team
- Ability to work in a fast-paced environment
- Strong problem- solving skills

Education and Experience

- Registered Dietitian in good standing
- Must have experience in diabetes management and working with children and diabetes management in the camp setting
- Certified Diabetes Educator an asset

Time Commitment

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

Camp Kakhamela Midnight Rambler

The Midnight Rambler's position was created to help with nighttime testing, and to aid the D-Camps staff with various indirect patient care duties

Responsibilities

- To cooperate with other members of the medical team to ensure the overall health, welfare, and safety of campers
- To help with 0000H and 0300H blood sugar testing under the direct presence and supervision of a physician or nurse at all times
- To help counsellors and DC staff in the treatment of campers having minor hypoglycemic events
- To provide an extra hand for Medical and Nursing and Dietitian Staff for various tasks (e.g. restocking crash kits, preparing and offering snacks, traffic control)
- The Midnight Rambler may observe—but will not help with—insulin injections and insulin pump management
- Know and abide by Camp rules

Skills Required

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

Education and Experience

- The Midnight Rambler position is designed for a medical student, a nursing student, or a mature undergraduate student with an interest in children with diabetes

Time Commitment

Be available for the entire duration of the Camp Session

- In general, the Midnight Rambler will be working evenings and many nights and will have the daytime hours to themselves

Screening Requirements

The candidate for this position must adhere to the following:

- Review and sign the Diabetes Canada Code of Conduct Declaration
- Provision of references.
- Conforms to the Diabetes Canada requirements for a police record check and/or vulnerable sector search

Camp Kakhamela Administrative Assistant

Reporting to the Medical Director and Camp Coordinator, the Medical Administrative Assistant supports the Camp Kakhamela medical team and program in administrative aspects of the camp program.

Responsibilities

- Assists the medical team in administrative support onsite at Camp Kakhamela which includes but is not limited to database management, filing, running and printing database reports
- Assists the medical team in inventory management.
- Assists the program team in running cabin group reports.
- Participates actively in camp staff meetings
- Assists the medical and program team in creating supply lists and doing town runs.
- Assists the medical/ program team in organizing the staff ferry arrival and departure
- Supports the medical team and program team for set up and take down of camp
- Performs other related duties as assigned

Skills Required

- Excellent organizational and time management skills
- Excellent working knowledge of the Microsoft Office suite of products
- Ability work as a team member in supporting multiple projects simultaneously
- Ability to take initiative and use independent judgment to solve and/or respond to requests for information
- Strong client orientation with client-friendly problem resolution skills
- Demonstrated passion for the impact of camp on children
- Ability to organize and keep sensitive information confidential

Education & Experience

- Experience with non-profit agency camp programs, preferably those within a Diabetes Canada context
- Experience with camps or youth program an asset
- Administrative and or office experience an asset

Work Environment and Physical Requirements

- Work is located onsite at YMCA Camp Elphinstone
 - Must be available to live onsite at outdoor camping facilities during the operation of camping programs
 - Requires exertion of physical or sensory efforts resulting in slight fatigue, strain or risk of injury
-

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 15, 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

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

Or if you have questions about other employment opportunities with D-Camps, please contact us at 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

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.

