



RSY-Netzer Winter Camp Student Medic Job Description

REPORTING TO: Camp Wellbeing Officer

RESPONSIBILITIES:

- To act as the first port of call for all medical emergencies arising from the participants and leaders;
- To be responsible for the dispensing and administering of any prescription and non-prescription medication during camp and keeping track of all medicine dispensed;
- To refer any medical issues arising at the event to relevant medical professionals.
- To communicate with Parents/Guardians in accordance with the Communication Plan

PRIOR TO CAMP:

- To meet (in person or online) with the Youth Mental Health and Wellbeing Officer to review policies and systems, and to understand any specific medical needs of people on camp.

ON ARRIVAL AT CAMP:

1. Meet with the Wellbeing Officer and Heads of Camp (Rashim) to discuss the camp, look at any specific cases and agree surgery times.
2. Before the participants arrive, review the paper medical forms of each participant and leader
3. To collect all medication on arrival, cross check this with the medical forms raising any discrepancies and complete the Medical Administration Record.

DURING CAMP:

1. To be available for emergencies 24 hours a day over the duration of camp
2. To meet with the Camp Wellbeing Officer at least once a day to monitor events; this may be increased if the need arises
3. To log (on CPOMS online system) and communicate all medical events to the Camp Wellbeing Officer
4. To log (on CPOMS) and communicate all behavioural and disciplinary concerns to the Camp Wellbeing Officer
5. To be responsible for First Aid and the administration of Epipens, where required
6. To work according to the Medication Policy and other relevant policies at all times
7. To take responsibility for the safe keeping and storage of all prescription and non-prescription medication
8. To dispense, and administer where necessary, all medication and record appropriately on the **Medication Administration Record**
9. To refer to medical forms for 'as and when medication' and adhere to the Communication Plan regarding communication with parents/guardians
10. To make sure the first aid kit is fully equipped and stocked at all times, requesting any additional supplies from the resource team



11. To deal with any medical issues affecting any participants or leaders swiftly and appropriately, and to record and follow-up actions; referring to a medical professional and arranging appointments where necessary, and maintaining appropriate communication with parents/guardians
12. To co-ordinate with the Wellbeing Officer and Roshim to ensure an over 18 year old is able to accompany participants or leaders that may need to go to the GP or hospital, which may
13. include personally accompanying the person; and to support and follow up the implementation of treatment recommended by the medical professional
14. To attend team meetings if requested

AT THE END OF CAMP:

1. To return all medication to the children and ensure it is signed for;
2. To pass all records to the Movement Workers to return to the RSY-Netzer office.

EXPECTATIONS:

All members of staff and volunteers working on camp are expected to adhere to the following guidelines, including during scheduled time off; failure to adhere to these guidelines could result in immediate dismissal.

1. To behave in a professional manner at all times during camp and when in contact with RSY-Netzer members and families
2. To adhere to the RSY-Netzer policy on alcohol and drugs – no alcohol or recreational drugs are allowed on site, or to be used during camp, including in personal possession and/or in rooms
3. To not smoke with leaders or participants at any time during the camp period
4. To not physically or verbally abuse any participants or leaders, and treat everyone in a respectful and appropriate manner
5. Each Student Medic must have current enhanced DBS Clearance
6. Each student medic must be covered by their own medical indemnity insurance for any work done by them in the UK.
7. Each medic must have current Safeguarding Training
8. To read, sign and adhere to the **Code of Conduct** and **ALL Policies** shared upon appointment, including **Safeguarding Policy, Child Protection Policy, Anti-Bullying Policy, Intimate and Sexual Relationships Policy**. The signed copy must be returned to the RSY-Netzer office before the start of camp
9. Adhere to HCPC guidance on ethical conduct for students
<http://www.hcpc.org.uk/audiences/student sand applicants /conduct/>



WHAT THE MEDIC CAN EXPECT FROM RSY-NETZER:

1. You will be treated with respect by all camp members;
2. You will be made to feel welcome and part of the team, and have a designated person to make all your needs and requests to;
3. You will be provided with full board (possibly sharing a room and bathroom with another adult) and three vegetarian meals a day;
4. You will be given medical forms from all the participants and leaders at the start of camp required to undertake your duties, as is reasonable, according to the structure and environment of camp.

JOB DESCRIPTION DECLARATION

I have read the **RSY-Netzer Camp Medic Job Description**, and agree to abide by the terms outlined in them. I understand that any staff caught in breach of the Job Description and Child Protection and Safeguarding Responsibilities may be sent home, and I have made necessary contingency plans should this eventuality occur.

Signature

Name Printed



Person Specification
Student Medic for Winter Camp, RSY Netzer

Experience	Essential	Desirable
Successful track record of minimum 3 years working/volunteering within education, social, youth, psychology or medical work practice	X	
Medical/nursing/paramedic training including placement experience in healthcare settings (minimum 2 years completed)	X	
Experience of handling complex and/or sensitive issues, including medical emergencies, chronic medical conditions, mental health and Safeguarding	X	
To have worked with young people aged 7-22 with a range of needs	X	
To have an understanding of Jewish youth groups and how they operate		X
Skills		
The ability to communicate effectively and sensitively in written and verbal form, using online systems, phone and face-to-face	X	
To have confidence, warmth, tact and diplomacy, especially when holding difficult conversations with parents and participants	X	
Experience and knowledge of how to handle confidential information appropriately	X	
The ability to make quick, decisive decisions in urgent or critical situations, and to carry these through	X	
Qualifications		
A recognised professional qualification, in a medical profession, including medicine, nursing or paramedic, or partial completion (minimum 2 years)	X	
Professional indemnity insurance	X	
A valid first aid certificate, or willing to achieve prior to event commencing	X	
A valid Safeguarding Children certificate (Level 2), or willing to achieve prior to event commencing	X	
A valid driving license and willingness to drive to event and during event		X
Other		
This post is subject to an enhanced DBS check	X	
Availability for dates of residential camp 30 th December 2021 – 2 nd January 2022 Plus ½ day pre-camp training by mutual agreement	X	

