NORTHERN ARIZONA UNIVERSITY School of Music

CURRY SUMMER MUSIC CAMP Nurse

DESCRIPTION

The nurse is responsible for administering prescription medications and attending to any necessary medical conditions of campers, staff, or faculty while on campus. The nurse works closely with the Dean of Men, Den of Women, and Head Counselor. This position reports to the Director of Academics during the daytime and the Dean of Men and Women in off-class hours. The Camp Director and Program Coordinator may also serve as additional supervisors.

WAGE

\$1,800 + room and board in dormitory

WORK HOURS/DATES

- 2014 Camp Dates: June 22 July 12
- Report Friday before camp for first meeting with all Staff and to begin duties; position is considered complete after all activities have been finished and offices have been cleaned up on the final day of camp

TYPICAL DUTIES AND RESPONSIBILITIES

The following is an example of a typical schedule—other duties as assigned:

6:30-8:00am—Administer morning medications

8:00-9:00am - Breakfast*

9:00am-1:30pm—Academic Office, Administer midday medications, and Lunch*

1:30-4:30pm—On Call

4:30-6:30pm—Dinner*, Administer evening medications

6:30-9:00pm—Off Duty*

9:00-10:00pm—Administer night medications

10:00pm-6:30am-Off Duty*

Day trips to doctor are supervised by the nurse (9:00am-4:00pm)

Night trips to the doctor are supervised by one of the Deans (4:00pm-6:00am)

6:00am-9:00am will be covered by the staff member that can go with the least disruption to the camp

Weekends will vary and have more freedom because of the schedule change. Senior staff and the nurse will work out that schedule as the activities for those days become more firm.

Senior staff can administer over the counter meds if the parents have granted permission in writing and the nurse is unavailable. A system to log what was given and how much was given will be established to ensure that no medications are improperly administered.

*position is always on call for emergencies even during off duty hours. During those hours, the senior staff will handle anything that is within their abilities.

QUALIFICATIONS

Education and/or Experience

- Possession of a current license to practice professional nursing in Arizona
- Three years' experience as a professional registered nurse
- A bachelor's degree is required. If a candidate does not have a BS degree, he/she must be matriculating in a
 program to gain a bachelor's degree when applying for certification. The degree can be in nursing or a related
 field.

APPLICATION PROCESS

Candidates should submit a cover letter detailing qualifications for and interest in the job as well as a complete professional résumé with a minimum of three professional references.

Mail to:

Amy Tackitt, Program Coordinator Curry Summer Music Camp at NAU PO Box 6041 Flagstaff, AZ 86011

Email to: amy.tackitt@nau.edu

Deadline to apply: Friday, November 29, 2013