

# MED TEAM HANDBOOK



# Med Team Handbook

## **Introduction**

We are so thankful that you have signed up to come and serve at Camp Barnabas! Our Campers look forward to their week of camp all year long. We couldn't make that happen without you. Your week at camp will be beyond fulfilling. You will see God moving in incredible ways all week. Our mission is "changing lives through disability ministry", and we really do get to see lives changed. You get to be a part of that, and we cannot wait to see how your life is impacted by your time here.

This handbook is to give you a little information about camp, so you can start preparing. You will get a lot more information once you arrive, but in an effort to not overwhelm you, this is a snapshot of what you will be doing while you are here.

## **Saturday Med Team Arrival**

The Med Team arrival time at camp will be found in the Barnabas Bound Packet that is sent out via email just before the summer season begins. The team will meet at the designated time in the foyer of the Well House for introductions and instructions on emergency procedures. If you are unable to make it to camp by the designated time, please notify the Health Services Director. We can easily find time to go over anything that was missed, we just want to make sure we plan for that!

Missionaries and other volunteers arrive shortly after the Med Team, so we have minimal time for training on Saturday. Our focus is getting to know each other, preparing for emergencies, and getting to know the Missionaries who will be our partners in caring for the campers. This also gives us plenty of time to prepare any Missionary medications for the week.

It is very important to take time to review the health profiles of the Campers you will be caring for, and Saturday evening is a great time to do that. If you see something that is imperative for the Camper's one-on-one buddy (Missionary) to know for the week, Saturday evening is the best time to talk to them about that.

## **Sunday Camper Arrival**

Camper arrival is our favorite day of the week! We will spend the day training on the EMR system and reviewing Camper health profiles. The more time we can review the profiles, and familiarize ourselves with the Campers' needs, the better! We also need to take time looking at all of their medications. We need to know what we are giving, and why the medication was prescribed to them. The time we spend preparing for our sweet Campers will help us have a successful week.

### **Sunday Camper Arrival Con't**

We will be outside during arrival for around 3 hours. Some days are hot! Feel free to bring cooling cloths, hats, personal fans, etc. Anything you need to keep yourself cool and hydrated. If you don't do well in the heat, or have other issues that will require you to stay in the air conditioning, just let us know. We understand that not everyone is acclimated to our ridiculous humidity.

Once all of the Campers have arrived, we will all gather in the med room to begin preparing their medications for the week. This is a HUGE deal. This takes a great deal of attention to detail. We will be setting up medications in weekly pill planners based on what the parents/guardians entered into the EMR system. If the directions on the medication bottles do not match the EMR we must call the parents/guardians and get instructions. We then must change what is in the EMR so when we document that we gave meds it looks correct. We document phone calls under the "Notes" section of the system so we have a record of conversations.

The more we can set up ahead of time, the easier the week will be. For instance, if you have a Camper that takes miralax each day, we can prepare that by putting the cap full in plastic portion cups for the week. We will go over all of this during training.

### **On-Call**

Each night we will need one nurse to sign up for overnight "call". We will have the schedule posted in the med room. That nurse will have a walkie-talkie in their room for the night. If there is a life-threatening emergency, the Cabin Staff will use their emergency walkie-talkie to radio the on-call Med Team members.

If there is a need that is not life-threatening, a Staff member will knock on the door of whoever is on call. This is due to the possibility of radio talk waking up the rest of the cabin. We will try to handle issues as quietly as possible.

Each week we will have at least one physician. If the on-call nurse needs assistance with overnight issues, they will wake the physician. There are many weeks that we have multiple physicians. In this case, they will alternate on-call nights and that schedule will be posted in the med room as well.

The Director and Assistant Directors are always available! Their phone numbers will be posted in the med room.

## **Medication Errors**

The Health Services Director must be notified of any medication error. If the error could be considered “small” or “minor”, the Director still needs to be notified. We will also consult with the provider for the week in all cases. We will make a decision on calling poison control and the parents/guardians as a team. A Director will walk you through the correct way to document a med error.

## **Weekly Routine**

We will have a schedule of important items throughout the week. This schedule will be in the Barnabas Bound Packet as well as in your room when you arrive. This will list times of activities, meals, Med Team devos, and parties.

## **Emergencies**

We do respond to emergencies fairly regularly. Typically those consist of seizures or falls, but sometimes they are more serious. The more prepared we can be the better. We have an emergency bag with a large variety of supplies for all types of emergencies, as well as an emergency airway bag. When we are called for an emergency, we will take both bags on the golf cart. We will have two Med Team golf carts at the Well House to get us to emergencies faster. This may feel extreme in some situations, but having them and not needing them is way better than needing them and not having them.

The physician that week will always have a radio, as well as the nurses who are out and about at camp. The ideal scenario is that the physician and Camper's nurse head to the emergency, but that isn't always possible. If the Camper's nurse is not available immediately, any other capable nurse should jump in and assist the physician. The Health Services Director, or one of the Assistant Health Services Directors will typically be present.

In the event we need to send someone to the UC/ER, we will either call for an ambulance or take them ourselves, depending on severity. The nearest UC/ER is located in Monett, Mo. It's about 12 miles away. Typically, one of the summer Med Team Interns and a “runner” will transport the Camper.

We will go over emergencies in more detail on Saturday, and spend time becoming familiar with all of the available resources.

## **Medications**

The Well House is supplied with a great variety of OTC medications, as well as prescription medications. Someone with prescribing authority must order any prescription medications and document in our EMR system.

### **Medications Con't**

We will go to the Campers and Missionaries to pass their prescription medications to them. We pass any pre-breakfast meds in the cabins, and breakfast, lunch and dinner meds in the dining hall. We pass bedtime medications in the cabins. There are some Campers who take mid-afternoon meds, and we find them wherever they are based on the schedule. There is a typical schedule at the end of this handbook.

### **Documentation**

We document everything we do, just as you would at any healthcare facility. We will document any OTC medications that are administered, and the reason. We will document visits to the Well House, treatments, procedures, and conversations with parents/guardians. You will be amazed at how easy our EMR system is! You will receive an invitation to CampDoc close to arrival. Just create your user name and password, and we will train when you get here.

### **Communication with the parents or guardians**

The guardians of these sweet Campers are trusting us with their beloved. They are used to taking care of their every need. Trust me when I say, they don't mind being called. If there is a question about the medications they brought, or instructions that may be confusing—call! If the Camper has a seizure, or an injury, call. When the parents discover that something happened AFTER the Camper returns home, they are not happy. We can mitigate complaints and concerns with a little communication. The Health Services Director would like to be kept in the loop of all phone calls. The Director is ultimately responsible for everything that happens, and should be able to answer any questions about all situations. We may want to include the physician in the phone call; let's talk it out if we need to.

### **Activities**

We will be having fun! Being out and about at camp is a wonderful thing. Watching the Campers participate in all the fun activities is something you will never forget. You will have time to be with your cabins, and we will do a few things together. We will have a Med Team pool party, and if there is another activity that you want to do please let us know.

### **Devotional time**

We will meet as a group each day around 10:00 a.m. to spend some time talking about the bible verse of the day. The goal is to discuss the verses that the Campers and Missionaries are learning, so we are all learning them together. We will also use that time for prayer and praise. This is a great time to let the team know if you need help in any way, and to share blessings you have seen.

**Malpractice**

For those of you with a license, we submit your names and license information to the state of Missouri to ensure that you are covered by our Volunteer Health Services Act. For more information read here: <https://health.mo.gov/atoz/volunteerhealthservices/>

**Experience**

We have no doubt that you are going to have the time of your life, but if there is something that is keeping that from happening, we want to know! For example, if you are not sleeping for whatever reason, or you need extra hands carrying things, or you need someone to care for your cabin for a bit to take care of personal things, please let us know!

Thank you for serving,  
Camp Barnabas Health Services Team

# SAMPLE MED TEAM SCHEDULE

## SATURDAY

- 2:00 pm** Check In at the Well House
- 3:00 pm** Welcome and Introductions
- 4:00 pm** Set Up for Missionary Arrival
- 4:30 pm** Missionary Arrival
- 5:30 pm** Set Up MAR's
- 6:00 pm** Dinner
- 7:00 pm** CampDoc Jump Start  
Review Camper Profiles
- 8:00 pm** Worship
- 9:00 pm** Administer Missionary Medications
- 10:00 pm** Free Time

## SUNDAY

- 7:30 am** Wake Up: Get Excited, Campers Arrive!
- 8:00 am** Church
- 8:45 am** Med Team Breakfast at B's
- 10:00 am** Med Team Training
- 12:30 pm** Lunch
- 1:15 pm** Med Team Photo at the Well House
- 1:30 pm** Med Team Training
- 3:00 pm** Camper Arrival Setup in the Field
- 4:00 pm** Camper Arrival
- 6:00 pm** Prepare Medications  
Dinner in the Med Room
- 8:30 pm** Administer Evening Medications
- 9:00 pm** Camper Lights Out

## MON-THUR

- 7:00 am** Administer Early Morning Medications
- 8:00 am** Breakfast A / Devo B
- 9:00 am** Devo A / Breakfast B
- 9:30 am** Med Team Prayer and Praise in  
the Well House
- 10:00 am** Camper Activity 1
- 11:00 am** Camper Activity 2
- 12:00 pm** Lunch A / Rally B
- 1:00 pm** Rally A / Lunch B
- 2:00 pm** F.O.B. (Flat on Back for Campers)  
\*\*\*Thursday Only Med Team Pool Party
- 3-5:00 pm** Well House Clinic Hours
- 3:15 pm** O.A.T.S. (Open Activity Time Slot)
- 5:15 pm** Dinner A / Showers B
- 6:15 pm** Showers A / Dinner B
- 7:00 pm** Party
- 8:00 pm** Wrap Up
- 8:30 pm** Administer Evening Medications
- 9:00 pm** Camper Lights Out

## FRIDAY

- 7:00 am** Administer Morning Medications and  
Pack in Camper's Suitcases
- 8:00 am** Breakfast in the Well House
- 9:00 am** Boy Camper Pick Up
- 9:45 am** Girl Camper Pick Up
- 10:30 am** Med Team Dismissal