

General Bible Quiz Nursing Coordinator Job Description

Job Title: Nursing Coordinator

Reports To: QAC Executive Committee

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SUMMARY Be the point person for all medical issues during the event.

Staff Needed: Total healthcare workers needed: 1/330 participants

- 1 FT nurse w/ no other event responsibilities (to cover night shift on call)
- 2 additional day shift on call staff (at least 1 nurse) to cover off-site events and situations across the campus
- 1 Nurse should stay on site 24 hours/day
- 2 staff should attend all off-site events
- Each staff member should carry a First Aid Box with them
- Each staff member should carry a communication device when on-call. The designated night nurse should carry the device throughout the night.

TIME COMMITMENT Total commitment: Approximately 50 hours.

Pre-Event	8 hours
Event	40 hours
Post Event	2 hours

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Pre-Tournament Duties

1. Review the scope of practice for the state in which the event is to occur
2. Validate that RN licenses are current and accepted by the local State Board. Copies of the licenses should be given to the Event Coordinator. Ensure that non- RN staff are qualified and will be appropriately supervised.
3. Identify closest hospital and Walk-In Clinic
4. Practice run to closest hospital & Walk-In Clinic
5. Post at Info Desk the instructions/map to closest hospital & Walk-In Clinic
6. Post at Info Desk the phone numbers of closest:
 - Emergency Department
 - Ambulance/Rescue Squad
 - Walk-In Clinic
 - Pharmacy, preferably all-night
7. Identify closest copy machine and ensure availability and access to paper
8. Ensure that each First Aid Kit includes a minimum of the following items which are not outdated :
 - 10 chemical cold/hot packs
 - 2 slings
 - 10 ace wraps
 - large supply of various sized band aids
 - triple antibiotic ointment
 - spray & ointment anti-itch treatment (Benadryl, Calamine, Cortisone, etc)
 - 10 large and small Ziploc bags

- large Bottles of:
 - Benadryl (diphenhydramine)
 - acetaminophen
 - aspirin
 - Motrin (ibuprophen)
 - cough drops
- 9. Review Healthcare Histories
 - Identify any missing data including:
 - Emergency phone access
 - Permission for treatment
 - Health insurance data
 - Physician/HCP access data
 - Allergies
 - Current meds
 - Organize the forms into a meaningful method which is easy to access, protected from loss, and maintain confidentiality (notebooks are good)
 - Identify potential participants at high risk for intervention during the event
- 10. Set up the Nurses' Station:
 - The Main Info Desk was a terrific location for the "Nurses' Station", EXCEPT for lack of privacy.
 - Make sure that there is a comfortable bed or couch to use as needed
 - Ensure that there are about 100 nursing documentation forms available
 - Have at least 3 sheets, 2 pillows on hand

Tournament Duties

1. Triage each health event
 - Identify participant & pull health history
 - Examine for emergent s&s
 - Call parent/guardian as needed
 - Call ambo if needed
 - Locate adult sponsor
 - To go to hospital
 - To take student to the Walk-In Clinic
 - To pickup supplies from Pharmacy
2. Treat participant as needed within the scope of practice for the state
3. Document all aspects of the event:
 - Assessment
 - Problem ID
 - Interventions used
 - Plan for follow-up care
 - Date/Time/Signature/Title
4. Send copies of documentation & Health History to the hospital or Walk-in Clinic with the adult transporter
5. Notify Event Coordinator of any impending crisis or serious injury
6. Hand-off information to next Nurse on call for any expected returns

Post-Tournament Duties

1. Return health histories and copies of written documentation to Adult sponsors for trip home
2. Clean up the First Aid Boxes
 - remove outdated supplies
 - identify supplies which need to be purchased prior to the next event
3. Submit all Documentation Forms and left over health histories to event coordinator

QUALIFICATIONS

- Must be able to work with others to effectively complete tasks assigned and be willing to accept responsibility given proper authority.
- Must be able to allocate time to work with the tournament director and executive committee prior to the event.
- Must have a great attitude and a can do philosophy.
- Must be willing to accept responsibility for independent work assignments that may include other members of the quiz staff, before, during and after the event.
- Must realize the importance of securing the best facilities and equipment possible.
- Must understand the need for staying on schedule and meeting milestones and deadlines.
- Should be able to recognize the strengths and weaknesses of others with whom they are working and use that knowledge to encourage and pray for those people.
- Must be a Registered Nurse.

LANGUAGE AND COMMUNICATION SKILLS

- Ability to read, analyze, and interpret documents.
- Ability to effectively present information in written and oral form and respond to questions from NYI staff, tournament director, executive committee, QAC and event staff, adult sponsors and parents, as well as local healthcare workers.
- Must be prepared to interact daily with campus facility staff and participants.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to make quick adjustments to established schedules to solve unexpected problems.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.