

# Ghost Ranch Volunteer Medical Personnel Guidelines

Revised July 4<sup>th</sup>, 2017

## Requirements for Volunteer Medical Personnel (VMP):

Submit to the Human Resources Office of Ghost Ranch

### 1. ***Copy of current Nursing or Medical License***

**Nurses:** New Mexico statutes offer a provision that permits a nurse serving as a volunteer to do so if they hold a valid license in New Mexico or any other state.

**Physicians:** Must have a valid New Mexico license or if holding a valid license from another state must apply for a New Mexico Temporary Camp License through the New Mexico Board of Physicians. The license is easy to obtain by applying to the New Mexico Board of Physicians. Information can be found at [www.nmmb.state.nm.us](http://www.nmmb.state.nm.us) and the application through [amandal.quintana@state.nm.us](mailto:amandal.quintana@state.nm.us)

### 2. ***Proof of Personal Liability Insurance*** – Any professional medical personnel working or volunteering at Ghost Ranch must have their own professional liability policy to cover them for the work done at the Ranch. The Ghost Ranch Insurance policy will not extend coverage to such medical personnel. (2014) However, Ghost Ranch will reimburse the VMP up to \$300.00 for the Insurance Policy

- Organizations that provide Professional Liability Insurance
    - Nurses Service Organization
    - 159 E. County Line Road
    - Hatboro, PA 19040-1218
    - [www.nso.com](http://www.nso.com)
- 1-800-247-1500

### 3. ***Copy of CPR Certification***

### 4. ***Authorization Background Check***

### 5. ***Sexual Misconduct***

### 6. ***Employee/Volunteer Procedures***

### 7. ***Living in Community***

### 8. ***Photo/Video Release***

### 9. ***Conflict of Interest***

### 10. ***Confidential and Proprietary Information Agreement***

### 11. ***Alcohol, Tobacco and Drug Policy***

### 12. ***Volunteer Covenant for Medical Personnel***

**Volunteer Medical Personnel Responsibilities:**

- Cover the First Aid Station during required hours
- On-call 24 hours by radio or phone
- Basic First Aid
- Responding to any medically urgent event within his/her education parameters
- Evaluating more serious injuries or illness and referring guest to facilities, as necessary
- Keep accurate records of all patients seen and treated

**Ghost Ranch will provide:**

- Lodging, meals and workers compensation during the time the volunteer is providing volunteer services

**Medical Supervision of Volunteer Medical Personnel:**

1. Physician serves as the Medical Supervisor for the First Aid Station of Ghost Ranch
2. Annually approves and/or makes appropriate changes to the Ghost Ranch Standing Orders for First Aid Station
3. Annually visits the Ghost Ranch First Aid Station to check on equipment and available supplies and make suggestions about adding or deleting inventory
4. Will participate when called for phone consultation for extreme emergencies such as a hiking accident, but not expected to be immediately available

**Details of First Aide Service:**

- The First Aid Station operates on the approved Ghost Ranch Standing Orders for Medical Personnel approved by the Medical Supervisor.
- The term of First Aid service is Sunday morning through Sunday morning. Plan to arrive early enough in the morning to speak with the previous VMP about any particular issues or concerns. If you are unable to connect with VMP going off duty please contact by phone to receive a report.
- The VMP will be housed within the regular inventory of the Ranch. There is no cost for the VMP or his/her family when sharing the same housing.
  - VMP receives meals at no cost
  - Accompanying immediate family members are charged ½ the regular price of meals.
- The VMP will be covered under Workers' Compensation Insurance during his/her time of service at the Ranch

- First Aid Station is located within a small trailer; during the summer the trailer will be parked near the swimming pool.
- Hours for First Aide Station:
  - ½ following breakfast
  - ½ hour before and after lunch and dinner
  - All other times the VMP will on call
    - Days: carry walkie talkie and use Channel 7
    - After Hours: carry phone #4601
- Always wear your nametag
- Attend the Monday evening orientation
  - Introduce yourself
  - Review the First Aide hours of operation
  - Remind visitors to drink lots of water
- Learn how to use the Phone and Walkie Talkie and carry with you at all times
- If you get a message and do not know the location of the person, contact the Front Desk or the After Hours Administrator by dialing “0”
- To place a long distance call use the Ranch phone and Dial 5, then the phone number; enter the code 4862 at the tone. (Use your own cell phone if you have reception)

#### **Requirements of First Aid Station:**

- All guest request for First Aide Service will be required to sign a “Release Form” before any treatment/medicine is provided.
- Maintain the Treatment Log found in the Light Blue Notebook and turn in your completed Log to the Human Resources Director before leave the Ranch.
- For serious occurrences write up an Incident Report and follow the instructions on the form

#### **Emergency Calls After Hours:**

- All CALLS after hours go to the night on-call person:
- The night on-call person will call you on the phone about the First Aide or Emergency request. (If you are the first on the site for a serious emergency call night on-call person.
- CALL 5- 911 if you need an ambulance or guidance (Response time 45 minutes). Give them patient information
  - Age
  - Nature of emergency
  - Allergies, Home Medications, Previous Surgeries
  - Has this condition happened before?
  - When they last ate?
  - Home town – are they use to the altitude?

- If needed, with night on-call administrator approval, call Classic Air Medical, 800-444-9223, for medical helicopter. It can be here in 15-20 minutes.

**In case of SERIOUS EMERGENCY, as directed by the Rural Events Center in Abiquiu:**

1. FIRST: Call Daniel Manzanaras
  - a. 575- 405-9652 (cell) or 505-685-1010 (work) or EXT 4198 (Ranch Phone) or 505-685-4062 (home)
2. SECOND: Daniel (or someone he designates) will call Public Works and ask for Napoleon Garcia
  - a. 505-747-1402 during working hours
  - b. 575-756-4792 after hours
  - c. THEY WILL DECIDE WHETHER TO EVACUATE THE RANCH
3. THIRD: In case of a life-threatening injury, working fire, etc., call 5-911. This connects to Abiquiu, who will send an ambulance and decide if they need to call Classic Air Medical (Ghost Ranch does not call the Helicopter – they do)

**IMPORTANT – DO NOT:**

- DO NOT diagnose. Leave that to the professionals
- DO NOT use epi-pens offered by bystanders
- DO NOT allow visiting EMTs or any others, to treat the patient. Leave that to the professional who are on their way
- DO NOT drive a person to the hospital in your personal vehicle. Due to liability, Ghost Ranch staff members cannot do this.
- However, a relative or friend can drive the patient. In dire emergencies, if the medical experts ask you to drive the patient to meet an ambulance off the ranch, do it. Use your judgement.

**Locations of AEDs:**

- Welcome Center – Inside front door
- Welcome Center – Portable unit in cabinet behind desk
- Tumbleweed – Conference Room
- Lower Pavilion - Right of Front Door
- Corral - Left wall of entrance to barn
- Art Center – Inside north front door to the left
- Casa Del Sol – Main living room with fireplace
- Dining Hall – Outside between restrooms