HR Policies: Friend or Foe?
Implementing Your HR Policies to Guarantee They are Your Friend.

I. Introductions

- A. Myself
- B. Everyone

II. What do you Need to Operate Camp? What is the Cost?

- A. Land & Buildings
- B. Equipment
- C. Medical Supplies
- D. Program Supplies
- E. Insurance
- F. Human Resources

III. Out of All of These Assets, What is Required for Camp to Operate Effectively?

IV. What Do We Need to Hire Staff Safely?

- A. Application
- B. References
- C. Background Checks
- D. Signed Release

V. Other Things You May Want:

- A. Physical
- B. Copies of License (for Medical Staff)
- C. Malpractice Insurance (for Medical Staff)
- D. Code of Ethics
- E. Signed Confidentiality Statement
- F. Signed Form Showing Staff Attended Training & Received Personnel Policies
- G. Agreement/Offer of Position
- H. Health Information for Medical Team
- I. Some states require registration of staff when hired
- J. W-4 (for paid staff)
- K. I-9 (citizenship for paid staff)

VI. Things to Keep in Mind

- A. Walk through the process
- B. What goes into which file

VII. Training Is Key

A. Introductions

B. General Information: Camp History, Type 1 Diabetes, Customer Service, Why Diabetes Camp

C. Dietary Philosophy

D. Camp Tour

E. Organizational Chart

F. Personnel Policies (Role Play)

G. Ethics and Staff Responsibilities

H. Child Development

I. Discipline

J. Homesickness

K. When Parents will be Notified

L. Counseling Techniques and Teachable Moments

M. CIT Program (role of the CITs and relationship between CITs and staff

N. Medical Philosophy

O. Universal Precautions

P. Hypoglycemia and Hyperglycemia and procedures to treat them

Q. Confidentiality of Records

VIII. Wrap up and Conclusions