



---

## **Guidelines for Self-Assessment**

### **May 2014**

The ACCPO/CAPOC board would like to acknowledge the work that was done by member camps and the Children's Oncology Camping Association – International who began the work of developing oncology camping guidelines more than 15 years ago. The following document is an adaptation of those guidelines based on the discussions of representatives from the Canadian oncology camps, feedback from C17 members and a review of best oncology camping practices across Canada.

This self-assessment is one of three processes that will be required for all camp organizations wishing to fulfill membership requirements of ACCPO/CAPOC. This self-assessment is to be completed and submitted annually prior to the start of camp. It is expected that all member camps will also participate in a peer review process every three years. The peer review will include a visit to camp while in progress, a review of all related policies and procedures and demonstrating policies through practice at the camp. Reviewers will provide feedback to the member camp. Camps that are fully compliant will require no additional action. Any incomplete items will need to be addressed prior to year end in order to maintain good standing within the association.

All camps will undergo this peer review process on a voluntary basis. The main objective of the visitation is to ensure safe practice for all campers.

## **Definitions:**

**Camp Staff:** Paid and/or unpaid human resources that are hired and trained and are directly supervised by the camp; may be seasonal or year-round, full or part time.

**Guest** - someone invited to attend camp for a short period of time and escorted at camp

**Health Care Professional** - someone responsible for medical treatment at camp, doctor, nurse, nursing student, etc.

**Clinic** - a recognized clinic in one of 16 academic pediatric oncology/hematology programs in the 17 centers across Canada

**Board of Directors** - governing body which acts as an advisory to the camp

**Application** - registration and medical form

**Camper** - patient, sibling, bereaved sibling, parent

**Patient** - on/off treatment or long term survivor

***These five sections of these guidelines are written in the context of overnight camp programs and day camp programs. They were not written in the context of single day, event based, community or hospital based programs.***

## 1.0 General: Accreditation and Affiliation

<b>1.1</b>	<b>The camp must be accredited by their Provincial Camping Association</b>			
<b>Intent</b>	Camper safety in both the facility and the programs is first priority.			
<b>Special Considerations</b>	If the camp is running a small camp (one week only) may be exempt from becoming a member of their provincial camping association. The facility you run your camp program from must be accredited site.			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	letter of accreditation from the province			

*Note: Gold Star Status indicates that your camp has done its due diligence to ensure that best practices in the field of pediatric oncology camping is being met.*

<b>1.2</b>	<b>The camp operates in cooperation with the campers' Pediatric Oncology Clinic</b> <b>Communication</b> <ol style="list-style-type: none"> <li>1. medical information - oncology staff complete health information, and are available for consultation before and during camp</li> </ol> <b>Participation in Camp</b> <ol style="list-style-type: none"> <li>1. oncology staff have opportunity to participate during camp</li> <li>2. medical advisories / committees review process for policy and procedures</li> <li>3. contact numbers for the closest oncology clinic / on-call oncologist are available</li> </ol> <b>Promotion &amp; Recruitment</b> <ol style="list-style-type: none"> <li>1. clinics promote your camp programs to their patients</li> <li>2. information on your programs is available at the clinic</li> </ol>			
<b>Intent</b>	With safety in mind, the oncology center and the camp need to have a relationship. The oncology team has knowledge of the programs and there is a line of communication that maintains the highest safety and care of the campers.			
<b>Special Considerations</b>	N/A			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	With Peer Review every 3 years a signed letter of support from the C17 medical director in Pediatric Oncology from local center			

# TEMPLATE [Letter of Support]

{DATE}

Dear ACCPO/CAPOC Membership Committee,

Please accept this letter of support for the {YOUR ORGANIZATION HERE} as they fulfill their documentation requirements of membership Association Canadienne des Camps Pédiatriques d'Oncologie (ACCPO)/Canadian Association of Pediatric Oncology Camps (CAPOC) (ACCPO/CAPOC).

{YOUR ORGANIZATION HERE} has been providing oncology camps and community recreation programs to {YOUR PROVINCE} families for {NUMBER OF YEARS}. {YOUR ORGANIZATION HERE} is also actively involved in our local community providing funding for pediatric oncology research and clinical supports at the hospital, and scholarships for southern Alberta childhood cancer survivors. The {CANCER PROGRAM NAME} fully support the efforts of {YOUR ORGANIZATION HERE} to provide safe programs for children and families affected by childhood cancer.

Our clinic supports {YOUR ORGANIZATION HERE} in many ways including {INSERT HOW YOUR CLINIC SUPPORTS YOUR ORGANIZATION}. Nurses from the {LOCAL HOSPITALS} assist at camps and many medical staff in our program ensure that the camper's medical evaluations are completed and forwarded to {YOUR ORGANIZATION HERE} prior to the start of camps. Primary nurses and clinic managers play a key role in coordinating visits and completing paper work to ensure that camp nurses have recent and accurate information to provide care and treatment for patients attending camps.

I am pleased that the {YOUR ORGANIZATION HERE} has demonstrated leadership in the oncology camping field by choosing to become involved in this association. We support their efforts in establishing and maintaining best practice in the support of children and families.

Sincerely,  
C17 Oncologist / Oncology Program

## 2.0 Administration

<b>2.1</b>	<b>Does the organization have a well-defined mission and vision statement that guides program development?</b>			
<b>Intent</b>	A well-defined written mission statement is the guiding philosophy upon which your program is focused.			
<b>Special Considerations</b>	N/A			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Provide copy of the mission statement.			

<b>2.2</b>	<b>Are parents and referring pediatric oncology teams provided with information to guide decision making about attending camp programs?</b> <b>Information should include:</b> <ol style="list-style-type: none"> <li>1. provincial camping association accreditation link</li> <li>2. CAPOC Link (Gold Star Membership Benefit) – Provisional members not eligible to promote their camp/organization as a CAPOC member.</li> <li>3. camp staff information</li> <li>4. health care provided</li> <li>5. description of programs and activities</li> </ol>			
<b>Intent</b>	To optimize the benefits of the camp experience, it is important to provide as much information to families and to oncology clinic staff regarding what to expect. Information should include who attends the programs, staffing (qualifications and training) activities offered, facility details and a typical daily schedule. Tools that can be used to convey the information include brochures, letters, websites, videos, open houses, and information sessions.			
<b>Special Considerations</b>	N/A			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Provide examples of camp educational materials			
	Provide examples of promotional materials			

<b>2.3</b>	<b>Does the camp have an organizational structure to ensure accountability, including a pediatric oncology health care professional representative at the Board of Directors level?</b>				
<b>Intent</b>	A written organizational chart with job descriptions provide clarity and define roles and responsibilities for staff, volunteers, families and oncology clinic staff.				
<b>Special Considerations</b>	N/A				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Provide a copy of the organizational chart				

<b>2.4</b>	<b>Does the camp provide errors and omissions/medical malpractice and general liability coverage?</b>				
<b>Intent</b>	Liability is becoming more and more of an issue in the area of camping. Camps must try to limit their exposure as much as possible. The onsite medical clinics at oncology camps are responsible for the health care of the children attending and are open to be liable if that care is not up to standard. It is important that the camp know what its exposure is. If the camp does not have coverage for errors and omissions/ medical malpractice then they must ensure that healthcare staff does. Provincial and regional health authorities may not cover medical staff working outside of normal scope of practice within the hospital.				
<b>Special Considerations</b>	N/A				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	<i>Show general liability and errors and omissions/medical malpractice coverage provided by the insurance company</i>				
	<i>Healthcare providers at camp to provide copies of their personal liability insurance if not covered by the camp.</i>				

<b>2.5</b>	<b>In compliance with applicable privacy legislation, does the camp have a comprehensive camper application/registration to be completed prior to camp that includes the following:</b>			
	<ol style="list-style-type: none"> <li>1. complete health history, including current cancer treatment details, psychosocial and behavioural history, ability to participate or restrictions for participation</li> <li>2. current emergency contact information</li> <li>3. photograph for emergency purposes</li> <li>4. release/waiver/consent - publicity, emergency medical treatment, liability</li> </ol>			
<b>Intent</b>	The information collected with the application/registration is intended to provide the camp directors and the camp health care team accurate and adequate information to ensure the safety and well-being of the camper.			
<b>Special Considerations</b>	N/A			
		<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Documentation</b>	Provide copy of the policy			

<b>2.6</b>	<b>Does the camp have a written policy regarding confidentiality and information sharing that is understood and practised by all staff?</b>			
<b>Intent</b>	<i>Camper confidentiality and information sharing policies should cover both information given to the camp by health care professionals and parents and information that campers share with staff. Each camp needs to determine who will have access to camper information files. Staff must be informed about what is a breach of confidentiality is and what information needs to be passed on to supervisors. Camps must follow provincial and national statutes.</i>			
<b>Special Considerations</b>	N/A			
		<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Documentation</b>	Provide copy of the policy			

### 3.0 Staff and Volunteers

<b>3.1</b>	<b>Does the camp have a policy for screening staff and volunteers that includes the following:</b>				
	<ol style="list-style-type: none"> <li>1. an interview</li> <li>2. 2 reference checks</li> <li>3. criminal reference checks including vulnerable sector</li> <li>4. health screening, including communicable diseases, immunization and travel history</li> </ol>				
<b>Intent</b>	Camps are responsible for ensuring appropriate staff and volunteers care for all campers as well as minimize any exposure to communicable diseases for immunocompromised campers.				
<b>Special Considerations</b>	N/A				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Provide copy of screening, orientation or rules of site.				

<b>3.2</b>	<b>Are all visitors and guests screened and given an orientation on arrival to site?</b>				
<b>Intent</b>	To minimize risks to health and safety of all at camp, all guests and visitors should be asked to self-screen for potential communicable diseases. They should be given instructions regarding boundaries for visiting, rules of site, and brief what to do in the case of an emergency				
<b>Special Considerations</b>	N/A				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Provide copy of screening, orientation or rules of site.				

<b>3.3</b>	<b>Do all staff and volunteers receive orientation and training annually?</b>			
<b>Intent</b>	To ensure that staff and volunteers are current on best practice in the field of pediatric oncology as it applies directly to the camp setting.			
<b>Special Considerations</b>	Exemption would be the trainers, year round management and facilitators who are current in best practices and are the ones planning and preparing these orientations and training sessions.			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Provide an outline of the training that your staff & volunteers receive. Provide a copy of orientation manual.			

<b>3.4</b>	<b>Does staff and volunteer training include the following components taught by experienced and qualified trainers?</b>			
	<ol style="list-style-type: none"> <li>1. childhood cancer overview</li> <li>2. medical and psychosocial impact of cancer</li> <li>3. coping with illness, death and bereavement</li> <li>4. confidentiality relating the campers personal and medical history</li> <li>5. sensitivity to personal care and privacy</li> <li>6. disclosures related to child protection regulation and reporting</li> <li>7. proper lifting and transferring techniques</li> <li>8. camper supervision</li> <li>9. health promotion and injury prevention</li> <li>10. first aid and emergency procedures</li> <li>11. program specific safety</li> <li>12. physical site specific training</li> </ol>			
<b>Intent</b>	While some of this list is covered in many provincial camping standards, this list of topics is meant to reflect better to childhood cancer experiences.			
<b>Special Considerations</b>				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Provide training curriculum & schedule			

<b>3.5</b>	<b>Are the health care staff provided with an orientation and/or included in training?</b>				
<b>Intent</b>	The camp environment can be very different from the hospital/clinic environment. A proper orientation on how healthcare is delivered at camp is very important in maximizing camper safety. Such orientation topics should include: documentation, communication, regular routines, emergency response and camp first aid.				
<b>Special Considerations</b>	N/A				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Provide health care orientation outline/schedule.				

<b>3.6</b>	<b>If the camp is using a rental camp facility which includes staff; are there training, orientation and screening plans to educate the facility's staff to the special needs and considerations of the camper population?</b>				
<b>Intent</b>	Accredited camps will generally have strong training programs, but when using a site and their staff, it is necessary to review their training, and ensure that any additional training specific to your campers is provided. Camp health care staff should also review health histories or conduct a screening of communicable diseases, immunization status and travel exposures of the facility staff.				
<b>Special Considerations</b>	N/A				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Provide sample of the training materials.				

## 4.0 Health Care

<b>4.1</b>	<b>Pre-Camp Preparations</b> <ol style="list-style-type: none"> <li>1. Are camper applications (includes health forms) reviewed /clarified by camp health care professional in advance of each camp session?</li> <li>2. Does the camp use a document/tool/process to ensure camp has the most up to date health information reviewed by a camp health care professional at the time of camper arrival?</li> <li>3. Does the camp have a policy and procedure for the exclusion of a camper/staff/volunteer for health related reasons?</li> </ol>				
<b>Intent</b>	<p><u>Point 1 &amp; 2:</u> This guideline is meant to ensure that both the personnel and facilities are in place to handle the needs of the campers attending camp. It also allows both the health care staff and the program staff to make adjustments and accommodations to activities that will ensure that campers have an enjoyable experience at camp. If the medical staff has questions or requires further clarification after reviewing the forms they can be handled before the camper arrives. Sibling/parent applications (if applicable) must also be reviewed to ensure all needs are addressed in preparation for programs.</p> <p><u>Point 3:</u> Camp programs will have in writing a plan to deal with existing, emerging or potential medical concerns, such as antibiotic resistant organisms (ARO's) / hospital acquired illness (HIA) or acute febrile illness (AFI's), in regards to the camper being allowed to attend camp. The process should include who will make the decision of exclusion with involvement and discussion with a variety of health experts, using careful consideration of evidence and best practices guidelines. A process will ensure consistency and clarity for parents, clinic and camp.</p>				
<b>Special Considerations</b>	N/A				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Copies of documentation and written process of evaluation of camper application.				

<b>4.2</b>	<b>Does the camp have written health care policies &amp; procedures that have been reviewed and approved by a <i>medical advisor or advisory committee</i>*, which include:</b>			
	<ol style="list-style-type: none"> <li>1. a minimum of required health care staff to campers/staff and volunteers</li> <li>2. specifications as to type of health care staff required</li> <li>3. access to a variety of health care specialists that may be required to meet unique health care needs of campers</li> </ol>			
<b>Intent</b>	Provincial camping standards require a wide range of healthcare expertise and requirements. In oncology camps, it is important to go beyond these standards to include health care requirements specific to the oncology population each camp serves.			
<b>Special Considerations</b>	N/A			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	<i>provide policies</i>			

\*medical advisor or advisory committees are responsible to review, recommend and approve medical policy and procedures annually. The medical advisor/committee should include representation from the camp board, and may include other healthcare professionals representing nursing, pharmacy, physicians, paramedics or EMT.

<b>4.3</b>	<b>Does the camp have a medical emergency plan that takes into account the specifics of the pediatric oncology population served and the distance to services including:</b>			
	<ol style="list-style-type: none"> <li>1. transportation plan that includes transport to a local and tertiary health care center if necessary including average travel time</li> <li>2. written or verbal agreement with a local and tertiary health care center to treat the campers in the event of an emergency</li> </ol>			
<b>Intent</b>	Potential medical emergencies are a reality at any camp and require written and practiced emergency response plans. Camps are usually located away from the main cities and therefore at a distance from a treatment facility. Camps need to ensure that they are able to respond to medical emergencies in an acceptable amount of time by either providing full medical support on site or ensuring that timely transportation to an appropriate medical facility is available. If relying on a medical facility near the camp which is not one of the referring pediatric oncology treatment centers, it is important to establish a relationship with their medical staff and an agreement that your campers can be treated there			
<b>Special Considerations</b>	N/A			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Provide a copy of this medical emergency plan and practice			

<b>4.4</b>	<b>Does the camp have written oncology related protocols available on site for the following:</b>			
	<ol style="list-style-type: none"> <li>1. infection prevention and control</li> <li>2. communicable diseases/ outbreak management</li> <li>3. chickenpox and shingles, measles</li> <li>4. antibiotic resistant organisms (AROs)</li> <li>5. biohazard and/or cytotoxic waste</li> <li>6. central lines</li> <li>7. chemotherapy administration</li> <li>8. fever/febrile neutropenia</li> <li>9. blood collection and product transfusions</li> </ol>			
<b>Intent</b>	This guideline is meant to ensure that camps have procedures in place for dealing with common / uncommon oncology incidents occurring in camp. The procedures should cover screening, methods for minimizing spread of infections and guidelines for the handling of the situation.			
<b>Special Considerations</b>	N/A			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	<i>Provide a copy of current medical protocols.</i>			

<b>4.5</b>	<b>Does the camp have assessment and treatment guidelines for common camp health concerns that reflect current best practice reviewed and approved by medical advisor/committee?</b>			
	[Common camp health concerns: minor scrapes and scratches, insect bites, sprains and strains, stomach ache, headache, constipation, sunburn, sore throat, ear ache, tooth ache, etc.]			
<b>Intent</b>	While most pediatric cancer camps are well prepared to deal with the special needs of their camper population, the medical staff may not be as familiar with common pediatric illnesses and injuries. Specific treatment guidelines reviewed regularly will help the oncology nurses and physicians respond appropriately to routine camper medical needs which may not be related to the cancer diagnosis.			
<b>Special Considerations</b>	N/A			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	<i>Inventory list of resources and/or any written camp assessment and treatment policy and procedures.</i>			

<b>4.6</b>	<b>Does the camp have policies and procedures that include the collection, administration, storage, documentation and disposal of medications?</b>				
	<ol style="list-style-type: none"> <li>1. For Campers</li> <li>2. For Staff/Volunteers</li> <li>3. Chemotherapy</li> <li>4. Narcotics and other controlled substances</li> <li>5. Medications without DIN (drug identification numbers) like herbal supplements</li> <li>6. Over - the - counter (OTC) medications or stock medications</li> </ol>				
<b>Intent</b>	This policy covers how you collect and re-distribute medications to campers ensuring accuracy, especially to meet pediatric oncology study protocol requirements. Each camp must meet their local treatment facility standards for storage of controlled substances. The medical staff must control the administration of medications however distribution procedures differ between camps. In all cases however the safety of the distribution as well as an assurance of accuracy must be attained. Dealing with staff medications is an important consideration that must balance the safety concerns of campers having access to medications with the staff's need for privacy. It is important that camps consider this and develop a policy that works for their program, in compliance with all applicable legislation.				
<b>Special Considerations</b>	N/A				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Provide a copy of this policy				

*(References: Provincial Colleges of Nurses/Physicians, Provincial Camping Standards, Association of Pediatric Hematology Oncology Nurses Chemotherapy Standards, OSHA Chemotherapy Safe Handling)*

<b>4.7</b>	<b>Palliative Care: If the camp accepts children under palliative care, is there a policy regarding advanced medical directives such as AND (Allow Natural Death)?</b>				
<b>Intent</b>	This policy includes acceptance of palliative care campers, staff directives on response to life threatening situations that arise and communication with healthcare providers and caregivers.				
<b>Special Considerations</b>	N/A				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Provide a copy of this policy.				

<b>4.8</b>	<b>Does the program have a procedure for handling the death of a camper or staff person while at camp?</b>				
	<ol style="list-style-type: none"> <li>1. disease related</li> <li>2. accidental</li> </ol>				
<b>Intent</b>	This procedure is meant to prepare the organization by having a set plan that includes how to handle the immediate situation, communication with parents, clinics, staff/volunteers and campers, dealing with the media, appropriate reports and follow up support for campers and staff/volunteers.				
<b>Special Considerations</b>	N/A				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Current Emergency response plans, communications policies, and critical incident policies and documents.				

<b>4.9</b>	<b>Does the camp have a policy for dealing with the death of camper, or staff or volunteer?</b>				
<b>Intent</b>	Camps are often notified of the death of camper. It is beneficial to camp to have considered whether it is appropriate to pass on the information to staff, volunteers and/or other campers, at what time, by what means, and how to provide professional support.				
<b>Special Considerations</b>	N/A				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Provide copy of this policy.				

<b>4.10</b>	<b>Does the camp maintain confidential camper and staff/volunteer medical records while at camp including the following:</b>			
	<ol style="list-style-type: none"> <li>1. administration of medications</li> <li>2. treatment or progress notes and accident</li> <li>3. incident reports</li> </ol>			
<b>Intent</b>	<i>It is important that accurate and thorough records are kept. They meet professional standards of care. They provide a historical perspective that may prove useful in the future if questions arise. Many camps keep this as a daily log while also maintaining individual records in each camper's file. All reports must be kept in confidence, and stored as per provincial regulation.</i>			
<b>Special Considerations</b>	N/A			
		<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Documentation</b>	<i>Provide examples of these reports.</i>			

<b>4.11</b>	<b>Does the camp have a policy and procedure in place for the communication of pertinent medical and psychosocial information with the camper's oncology clinic team?</b>			
<b>Intent</b>	Communication between the health care professionals at camp and the campers' oncology clinic is necessary for safe and accurate treatment. All sharing of relevant health information must balance the needs of the campers while abiding by all provincial and federal personal health information laws .This policy may include consents to share from the clinic and or the camps.			
<b>Special Considerations</b>	N/A			
		<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Documentation</b>	Provide a copy of this policy and procedures and forms used.			

<b>4.12</b>	<p><b>Health Teaching/Promotion:</b></p> <p><b>Does the camp have policies and procedures for encouraging:</b></p> <ol style="list-style-type: none"> <li>1. Hydration (i.e. during activities)</li> <li>2. Application of sunscreen</li> <li>3. Appropriate clothing for weather (i.e. hats)</li> <li>4. Use of insect repellent</li> </ol> <p><b>Does the camp have hygiene procedures that are enforced by staff/volunteers including:</b></p> <ol style="list-style-type: none"> <li>1. Hand washing</li> <li>2. Tooth brushing</li> <li>3. Personal care</li> </ol>				
<b>Intent</b>	Many of our campers will have an increased susceptibility to infection and therefore, although we are trying to achieve a “normal” camp experience, we still have to make it as safe as possible by ensuring compliance with personal hygiene standards and safe and healthy outdoor living.				
<b>Special Considerations</b>	N/A				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>	
<b>Documentation</b>	Provide copies of these policies				

## 5.0 Camp Programs and Activities

<b>5.1</b>	<b>Does the camp have a process or committee to seek input from staff, volunteers, campers, parents, and oncology clinic staff to enhance program development?</b>				
<b>Intent</b>	To ensure the program is receiving direction from those who have experience and understanding of needs of the camper population.				
<b>Special Considerations</b>	N/A				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Provide copy of committee details, or process.				

<b>5.2</b>	<b>Does the camp safely operate programs and activities using staff and volunteers with appropriate training and certifications, as well as specific training when working with the oncology camper population?</b>				
<b>Intent</b>	Activity and program leaders need the skills and training to not only run areas like high ropes, but also to plan and adapt activities and games to meet the needs of all campers' varying abilities and specific oncology related needs (such as mobility, vision, cognition, neutropenia, and thrombocytopenia).				
<b>Special Considerations</b>	N/A				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Provide certificates required, and training guidelines for planning programs and activities.				

<b>5.3</b>	<b>Does the camp have written modifications and/or medical requirements for participation in each type of camp program?</b>				
<b>Intent</b>	Some program areas have requirements not related to oncology issues, such as no high ropes climbing for pregnancy or solid abdominal organ transplant patients. Potential restrictions/modifications related to oncology concerns, such as on treatment campers swimming in a lake or a pool, participating in sailing with a low platelet count should be considered in advance with input from the medical advisor/committee.				
<b>Special Considerations</b>	N/A				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Provide risk assessment reports for programs and activities, and/or any written policies related to medical or other prerequisites to participate.				

<b>5.4</b>	<b>Does the camp have written policy and procedure to ensure sufficient medical support is available for all overnight trips and out of camp experiences?</b>				
<b>Intent</b>	Camps have emergency procedures and available staff and supplies ready on site, but when taking campers overnight away from the facilities, it is important that planning is done in preparation to be able to respond to any emergencies and regular medical support can be given safely.				
<b>Special Considerations</b>	N/A				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Provide out trip/off-site policy, plans and/or training.				

<b>5.5</b>	<b>If the camp offers a memorial program or service are the following in place?</b>				
	<ol style="list-style-type: none"> <li>1. bereavement support available to staff, volunteer and campers</li> <li>2. the program format has had input from campers as well as experienced bereavement support professionals</li> <li>3. the program is optional to attend</li> </ol>				
<b>Intent</b>	When camps are designing a memorial program it is important that consideration is paid to timing, age appropriateness, cultural and religious sensitivity, emotional support and whether the program is optional for campers.				
<b>Special Considerations</b>	N/A				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Documentation</b>	Provide outline of the program.				