



## **Gold Ribbon Accreditation** **“Day of Visit” Expectations and Guidelines**

Because you are an amazing camp professional who also runs a successful pediatric oncology camp, COCA realizes we do not have to remind you how to have a successful Gold Ribbon Accreditation Visit! However, because we want you to succeed as well as the Camp, this is a gentle reminder of THOSE THINGS to keep in mind:

1. **YOU ARE A VISITOR, NOT AN INSPECTOR!**

It is very easy for us all to put our “Camp Director”/“Camp Health Care Provider” hat on and begin to critically view programs/campsite facility against what YOU DO. Your job as a Visitor is to observe programs, procedures and delivery based on the Host Camps documentation. If you happen to witness a potential dangerous or life threatening situation, ask questions! For example, you see campers canoeing in the lake without life vests on. Ask “What is your rule about campers wearing life vests when canoeing?” Remember, what you do at your camp may not translate or be the same at another camp.....BUT OF COURSE THEY SHOULD BE WEARING LIFEVESTS, RIGHT!!? 😊

2. **Professional Conduct:**

We realize this does not need to be said, but we will say it here anyway...COCA knows you will maintain the same high level of professionalism, as already seen by your COCA friends! As you hope those that visit your camp will follow the rules, please do so while visiting this Camp.

3. **Confidentiality:**

Maintain your HIPPA Compliancy: Please remember to not discuss the names of patients, their diagnosis/prognosis or staff (volunteer or paid) with anyone else outside of the Camp or with anyone else you come in contact with the day of the visits. Remember, other campers and staff may not know information regarding camper’s medical condition. Any medical information visitors learn about should only be discussed with the other visitor, Camp Director and Medical Director.

4. **Photos/Video/Sound Bites:**

Please refrain from taking any pictures/video/sound bites of campers, volunteers and/or staff while visiting. Ask first if you are allowed to take pictures of equipment, facility, etc.

5. **How to Have a Difficult Conversation:**

Difficult conversations could revolve around the following-

1. The Camp’s Policy Documentation does not translate “in the field”. I.e- policy states the Health Hut locks their medicines. You witness medications unlocked, sitting out on a table in the dining hall for anyone to access during a meal. To address this, simply state the facts: “Your procedures stated you keep your medicines locked in the Health Hut but I saw them on a side table out during lunch.” “Tell me more about your medication distribution procedures and the way medications are secured so I am not mistaken.”
2. You witness a potentially dangerous/hazardous activity or situation while visiting. Consider asking a question, “Tell me about your camp’s procedures and/or policy regarding...” (describe the situation).

3. Consider how you would properly handle this same situation in your camp and proceed to discuss with the Camp staff.

**DAY OF VISIT:**

- Adhere to any of the Camps' COVID-19 policies for visitors.-ie-masking, camper/volunteer contact, testing prior to visit, testing day or visit, etc.
- Be punctual and meet with Camp Director and Medical Director.
- Provide a 3-4-hour Gold Ribbon review visit, (from 9 am-1 pm or 10 am-2 pm), which will include:
  - Participating in a camp tour of the facilities and activity areas
  - Participate in an all camp activity (ie. meal, all camp game)
  - Speak with campers and staff about their camp experience
  - Observe medical staff in operation--ie-distribution of camper meds or tending to illness/injury
  - Tour the medical infirmary to view how medicine is stored/locked, distributed, etc.
  - Ensure there is time for the Peer Visitor to meet with the Camp Director and the Medical Visitor to meet with the Medical Director. (This can be done separately or together)
  - Discuss relevant comments, questions or suggestions with the Camp Directors.
  - Take the time to discuss the Camps Gold Ribbon Standards submissions.
  - Before leaving the Camp, let the Directors know what happens next:
    - You and the Director will complete the Gold Ribbon Visit Worksheet Report for the Gold Ribbon Committee and turn it in within one week of the visit.
    - Camps will want to know how they did, please remind them, your job as a visitor is to report only what you saw and heard on the day of the visit. Only the COCA Board of Directors determines if a Camp will be Accredited or not.
    - Gold Ribbon Committee will meet in Sept. to discuss the visits this summer and determine the camps Gold Ribbon status based on document review and the visit.  
After discussing the visit, the Gold Ribbon Committee will make a recommendation to the COCA Board in regards to Accreditation for the Camp.
    - Based on the information turned into the COCA Board by the Gold Ribbon Committee, the COCA Board of Directors will vote at the Sept Board Meeting to Accredite the Camp or not.
    - The Camp will be informed of their Gold Ribbon status before COCAcon in November.



## Gold Ribbon Accreditation Day of Visit Timeline (10 am-2 pm)

10 am-arrive at Camp

10 am-Noon-

- tour campsite facility with Camp Director
  - see kids participating in activities
  - have ability to ask volunteers and campers what they like about camp
- see medical facility with Medical Director or Medical Person on Staff and Camp Director
  - how meds are stored
  - how meds are locked

Noon (assuming lunch time)- with Medical Director or Medical Person on Staff

- witness camper verification and medicine distribution
- witness how camper medicine distribution is logged-online platform or written log

After Lunch- with both Camp Director and Medical Director or Medical Person on Staff

- see any other camper activities unless they have rest period after lunch
- sit down and see a copy of the signed medical treatment protocols by independent licensed pediatric oncology health provider (Standard 5.2)
- review the worksheet report on page 4 and 5 listed in the Gold Ribbon Standards
- both visitors sign the report and the Camp Director, take photo of signed report and email to Camp Director
- let Camp Director and Medical Director know what next steps are after visit

2 pm-end visit