



VISION 2020 e-resource

-for eyecare management worldwide

Camp Organiser
- Job Description

Camp Organiser Job Description

Job Title: Camp Organiser	Working Hours: Undefined
Location: Camp Office	Reports To: Manager - Outreach
Department: Camp	
Prime Job: To plan and organize community outreach program in a defined area towards creating awareness in the community and clearing the backlog of blindness	
Main Responsibilities: <ol style="list-style-type: none">1. Planning and Targeting2. Taking care of pre-camp, camp day, post-camp and follow up activities in association with community based social service organization (camp sponsor) clinical and non-clinical staff of Aravind Eye Care Systems.3. To participate and help in Performance Appraisal activity.4. To create awareness about eye diseases and facilities provided by Aravind Eye Care Systems.	

Key Task

1. Planning & Targeting

- 1.1 Analyzing the strengths and weakness of the potential sponsors, population, prevalence of blindness, previous years experience to decide a target of cataract surgeries through certain no. of camps in every year.
- 1.2 Drawing an action plan and present in annual plan meeting.
- 1.3 Ensuring micro level planning to compensate the decrease in the performance as per the proportionate target in the ensuring month.

2. Pre-camp, camp day and post-camp activities:

- 2.1 Identifying the right sponsor.
- 2.2 Motivating the sponsor and fixing the date for the camp.
- 2.3 Reporting to the camp manager regarding the camp fixing.
- 2.4 Giving information regarding camp through requisition form and send the confirmation letter through manager.
- 2.5 Assisting the camp sponsor for the camp planning and publicity.

- 2.6 Confirming the medical team and required materials needed for the camp.
- 2.7 On camp date making arrangements for the camp site and coordinate between sponsor, medical team and patients.
- 2.8 Arranging transportation to the camp site and ensuring safety of all the team members.
- 2.9 Arranging food facilities for the medical team as well as the patients.
- 2.10 Arranging food facility for the patients.
- 2.10 Informing the Camp Manger about the no. of In-patients coming from the camp to make arrangements regarding accommodation and food.
- 2.11 Taking responsibility in bringing patient from camp site to the hospital.
- 2.12 Informing the sponsor about the arrival of the patients to the hospital.
- 2.13 Visit the patients in ward regarding their status of surgery.
- 2.14 Taking responsibility in discharging patients to their place through proper transportation.

- 2.15 Informing the sponsor about discharge and the name of pending patients.
- 2.16 Taking responsibility in informing & handing over the expired patient to their concerned family members & to the sponsor's during the stay at the hospital.
- 2.17 Informing the sponsor regarding review camps to be held at their camp site to make necessary arrangements.
- 2.18 Participating in the Sponsor's Day

3. Performance Appraisal:

- 3.1 Attending camp office on every Monday to report the details of last weeks camps and current weeks estimated work load.
- 3.2 Analyzing the factors, which have influenced the outcome of previous week camp and present in the weekly meetings.
- 3.3 Responsible in making sure that the proportionate target is achieved every month.
- 3.4 Adhering to the revised eye camp policy.

4. Awareness Program

- 4.1 Taking responsibility in improving direct patients from the concerned working area.
- 4.2 Helping the patients recommended by sponsor in giving them eye care at the base hospital.

Working Relationship:

Needs to work with staff in medical department, paramedical department, free hospital and camp hospital.

Freedom To act:

- ❖ To choose the service area and decide the place they want to organise eye camps.
- ❖ To select potential sponsors and work with them to reach the maximum level of productivity.
- ❖ To introduce innovative ideas in awareness campaign.

Approving Authority

Signature of the Receiver: