
JOB DESCRIPTION – SCHOOL DOCTOR

REPORTING TO:

Principal, as per school organogram.

CONTRACT TYPE:

Annual

PRIMARY RESPONSIBILITIES AND TASKS

HEALTH AND MEDICAL CARE:

- Provide comprehensive healthcare services to students, staff, and faculty, including treatment of minor injuries, illnesses, and emergencies.
- Conduct regular health assessments and screenings to ensure the well-being of all students.
- Maintain up-to-date health records for all students, ensuring confidentiality and accuracy.
- Monitor students with chronic illnesses or conditions, ensuring they receive proper care and support.
- Administer medications and treatments as prescribed by a physician, ensuring compliance with medical instructions.
- Be available on the days of the final exams to provide medical support and address any health concerns.

HEALTH EDUCATION AND PROMOTION:

- Develop and implement health education programs for students, staff, and parents, focusing on preventive care, hygiene, and healthy lifestyle choices.
- Collaborate with teachers and school counsellors to integrate health education into the curriculum.
- Organise and conduct workshops, seminars, and awareness campaigns on relevant health topics.
- Serve as the Health and Safety Coordinator and deputy of the Health and Safety Committee.

COMMUNICATION AND RECORD-KEEPING:

- Utilise the school's Information Management System to communicate effectively with internal and external parties regarding any medical case.
- Maintain detailed and accurate records of all medical consultations, treatments, and incidents.
- Provide timely reports to the Head of School, relevant staff, and parents concerning students' health and any significant medical cases.
- Liaise with external healthcare providers, specialists, and emergency services as needed.
- Communicate with the Ministry of Health to implement school health protocols and the mandatory vaccination schedule.

EMERGENCY PREPAREDNESS:

- Develop and implement emergency response protocols and first-aid procedures for the school.
- Supervise regular drills and training sessions for staff on first aid, CPR, and emergency response.
- Ensure that the school's medical supplies and first aid kits are well-stocked, properly maintained, and easily accessible.

COMPLIANCE AND ETHICS:

- Adhere to all relevant healthcare regulations, ethical guidelines, and school policies.
- Maintain the confidentiality of all patient information in compliance with legal and ethical standards.
- Ensure that the school's medical facilities meet all health and safety regulations.

PROFESSIONAL DEVELOPMENT:

- Stay updated with the latest developments in school health and medical care.
- Participate in professional development opportunities to enhance skills and knowledge.
- Engage in continuous learning to provide the best possible care to the school community.

QUALIFICATIONS AND EXPERIENCE

- Medical degree from a recognised university.
- Licensed to practice medicine in Egypt.
- Experience in pediatrics or school healthcare is highly desirable.
- Strong communication and interpersonal skills.
- Ability to use the Information Management Systems for record-keeping and communication.
- Ability to work independently and as part of a team.

This job description outlines general duties which may vary over time. The level of responsibility associated with the post will remain consistent.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined.

Employee Name: _____

Employee Signature: _____

Date: _____