

JOB DESCRIPTION – SCHOOL DOCTOR

Department:	Clinic
Immediate Supervisor:	School principal Clinic coordinator
Contract Days:	210 days
Hayah Mission:	Hayah is committed to creating and maintaining an environment that fosters and enriches the personal and academic growth of each student. Hayah empowers students to live with purpose, honor their cultural identity, respect diversity, and serve humanity by impacting local and global communities.

MAIN DUTIES AND RESPONSIBILITIES

- Running and managing school clinic and supervising the assisting supporting staff.
- Decision-making, first aid measures and communicating with the school administrators and parents in emergencies.
- Adhering to the Medical Emergencies on Campus procedure at all times.
- Examination of students who need medical assistance and administering over the shelf medications: oral and topical.
- Monitoring and reporting students with chronic diseases in coordination with their parents and referral to hospital in life threatening attacks.
- Evaluating and decision-making in case of contagious diseases. Notifying the parents, the administrators and taking suitable measures to minimize the spread of infections.
- Giving permission to students with medical condition to leave early, eat, use the elevator or excuse from attending PE classes, etc...
- Regular checkups for personal hygiene of students.
- Creating a healthy hygienic atmosphere in the school clinic.
- Using modern equipment and systems for accuracy and time saving.
- Be part of the school's crisis management team.
- Preparing medical supplies lists and ordering the medications used in the school clinic.
- Ensuring an up to date inventory is available for the clinic (medication and equipment).
- Medical filing system for all students and informing the school administration and offices on the special cases.
- Classifying and managing the medical data given by the parents and entering them into the school database system.
- Notifying the school administration of any violent or dangerous behavior that may lead or have led to accidents or injuries on campus. Ensure that incident reports are filed in the clinic when students are hurt due to such incidents.
- Always ensure coordination between main campus and Hayah West.

Additional Duties:

- Handle bi-weekly health tips bulletin boards for the Early Childhood, Elementary and Hayah Sports Academy in coordination with the building administrator.
- Provide Early Childhood and Elementary students and parents with health and nutrition tips through sessions organized through the building administrator or through newsletter articles.

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of standard pediatric clinic practices and procedures.
- Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature, professional and a positive attitude.
- Ability to discreetly handle confidential information.
- Excellent organizational skills.
- Excellent oral and written communication skills.
- Fluent in both spoken and written English and Arabic.
- Demonstrated interpersonal skills and the ability to represent the school at an exemplary level.
- Accurate and detail-oriented.
- Team player.
- Capable and practiced in handling complex and/or multi-faceted tasks simultaneously.
- Computer proficiency in Word, Excel and Email system.

QUALIFICATIONS AND EXPERIENCE

- M.A. Degree in Pediatrics from a reputable institution.
- Licensure or certification in other medical fields (such as nutrition or emergency) is an added value.
- Attendance at work-related seminars, conferences and workshops.

* This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the duties may vary or be amended from time to time without changing the level of responsibility associated with the post.