



مدرسة دبي للتربية الحديثة

Dubai Modern Education School

School

Doctor

Department: Administrative

Direct Reporting Line: Director of School Operations, and School Executive Principal

Job Summary: The School Doctor is responsible for managing all aspects of the school's health services and clinic operations in compliance with statutory and regulatory requirements. The School Doctor is responsible for the physical/medical examination of students, the first aid and emergency care, the prevention and control of communicable diseases, and the maintenance of all medical records and reports.

Competencies:

- Good communication skill
- Leadership and accountabilities skill
- Assessment, record-keeping and planning
- Keen to do well
- Confidence and have proficiency in fulfilling professional responsibility.

Key Accountabilities:

1. Provide effective leadership over school clinic operations and services according to legislative and compliance requirements.
2. Ensure implementation of all mandated policies and protocols in collaboration with the school's administrative authorities and school personnel.
3. Conduct comprehensive medical examination of newly registered and existing students at any grade and document the findings in the school health record.
4. Promptly attend to students with injuries or other conditions requiring immediate attention.
5. Assess, plan, and implement health care plans for children with chronic illnesses and children with special needs including allergies.

6. Participate in planning and conducting health education activities in the school.
7. Ensure accuracy and security of student records, files, and database.



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8.
Notify

parents/guardians of any suspected deviation from normal or usual health found as a result of a screening test, health examination, and/or school staff observation.

9. Abide by the immunization guidelines developed by the DHA.

10. Maintain a legible, complete, comprehensive, and accurate student medical record for each patient.

11. Maintain immunization records of all students; prescribe and administer immunization in case applicable as per DHA guidelines.

12. Ensure that all equipment used in patient care, testing, or emergency situations shall be inspected, maintained, and tested on a regular basis and according to manufacturers' specifications.

13. Comply with Dubai Municipality regulations regarding protection of the health and safety of students & employees.

Personal Specification:

Education:

- Bachelor Degree in Medicine
- Valid DHA License
- IELTS band score of 6.5
- Bilingual speaker
- Preferably a female School Doctor

Experience:

- Minimum of 3 years' experience as School Doctor in an American International School
- Minimum of 3 years' experience as School Doctor in an American International School in UAE