



JOB DESCRIPTION **Resident Medical Officer**

JOB TITLE: Resident Medical Officer

(Please note that the school would ideally prefer a female candidate for this position)

REPORTING TO: Dean of Student Life

COLLABORATES WITH: Parents, Upper Years & Middle Years coordinators, residence supervisors, school counsellors and the Dean of Student Life

PURPOSE OF JOB: Serves as an advocate for the health and wellbeing of students and staff in the Woodstock School community by serving as a medical consultant, approving medical protocols and emergency procedures

DUTIES AND RESPONSIBILITIES:

- Serve as the medical consultant in the planning, revision, implementation and evaluation of the health services programme for the school
- Manage the day to day activities of the Health Centre including managing deployment and staffing of nursing staff to ensure adequate nursing cover for all Woodstock School needs during the term time, 24 hours a day, 7 days a week
- Ensure thorough record keeping protecting the welfare of the student and staff by promoting:
 - High standards of clinical care
 - Continuity of care
 - Communication and dissemination of information between members of the Health Centre team
 - An accurate account of treatment and care
 - The identification of risks and detection of problems
 - Confidentiality
- Protect confidential patient information by:
 - Respecting people's right to confidentiality
 - Ensuring people are informed about how and why information is shared by those who will be providing their care
- Recommend appropriate medical supplies and equipment necessary to operate the school health service facilities
- Responsible for the preparation and maintenance of the annual budget for the Health Centre
- Ensuring health and safety in the workplace including management of medical waste by adhering to universal precautions
- Communicate with the Health Centre staff on the current medical development and procedures that may affect the health and wellness of students and staff and the procedures of the health services programme
- Manage the vaccination programme for the students
- Conduct or recommend health related professional development sessions for staff members
- Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect or severe medical conditions



Woodstock School

- Staying current on communicable/seasonal ailments and taking proactive steps to protect the Woodstock School community
- Examination and screenings of students and staff on a periodic basis
- Serve on school committees where professional opinion is required
- Responsible for the Health Centre staff in terms of their attendance, leave, discipline and performance management
- Display the highest standards of ethical and professional behavior when working with students, staff, parents and other agencies associated with the school

QUALIFICATIONS REQUIRED

- A medical degree from a recognized medical school with a specialty in pediatrics, internal medicine and/or family practice
- Hold a current license for the practice of medicine and surgery in India
- Possess at least 8 years of experience in a hospital/ school setup
- Show evidence of successful health care experience working with children and adolescents

PREFERRED QUALIFICATIONS:

- Advanced degree in pediatrics/ community health/ medicine
- International school experience
- Knowledge of current medical practices in other parts of the world

APPLICATION DEADLINE: Rolling Basis

HIRING PROCESS:

- Interested applicants should read apply through <https://my.hirehive.io/woodstock-school>
- Shortlisted candidates will be interviewed by the hiring committee via Skype/Zoom

JOINING DATE: 1st February 2021

Note: The individual selected for this role would need to live in school provided accommodation within the student residences. This is non-negotiable.