JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELOR /MEDICAL PERSONNEL
3212 School Physician
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JOB TITLE: SCHOOL PHYSICIAN
REPORTS TO: Supervisor of Nursing Services/School Medical Director
SUPERVISES: School Health Personnel

NATURE AND SCOPE OF JOB:
Serves as an advocate for the health and well being of students and staff within the district by serving as a medical consultant, approving medical protocols and emergency procedures; evaluating the health services program for the district and each of its schools, and providing health screenings and examinations of students and staff to ensure that the learning potential of each student is not diminished by a remediable physical disability and the school community is protected from the spread of communicable disease or other health or cleanliness detriments.

QUALIFICATIONS:
The School Physician shall:
1. Hold a medical degree from a recognized medical school with a specialty in pediatrics, internal medicine and/or family practice.
4. Hold a driver’s license with no serious violations.
5. Demonstrate knowledge and understanding of child growth and development, wellness education, community health and social service resources, and current health issues.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, the community, and health and social service agencies.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person’s offense in accordance with 18A:6-7.1.

11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

12. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers or medical school personnel.
4. Transcript of medical degree.
5. Employment interview.

EMPLOYMENT TERMS:

The School Physician shall be employed under the following terms:

1. Services provided on a schedule determined by the Superintendent or designee.
2. Salary and benefits (if applicable) as specified in a written contractual agreement.
3. Conditions established by laws and codes of the State, and policies, rules and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).
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JOB FUNCTIONS AND RESPONSIBILITIES:

The School Physician shall:

1. Serve as a medical consultant in the planning, revision, implementation, and evaluation of the health services program of the assigned schools under the guidance and approval of the medical director.

2. Communicate with the School Nurses current medical developments and procedures that may affect the health and wellness of students and staff and the procedures of the health services program.

3. Examine and evaluate students individually in surroundings that afford privacy using accepted medical procedures. Examinations and screenings may be performed by the School Physician under the supervision of the Medical Director. Examinations and screenings shall be those prescribed by State statute, the rules and regulations of the State Board of Education and the State Department of Health, and the policies and regulations of the Board of Education, including:

   - Biennial examination for scoliosis for students between the ages of 10 and 18 (N.J.S.A. 18A:40-4.3).
   - Students referred for health, physical, emotional, or behavioral problems.
   - Students referred for suspected drug, alcohol or anabolic steroid use (Board Policy 5530).
   - Students involved in school-provided transportation involved in a local accident.
   - Students referred for evaluation for eligibility for special education and/or related services (Board Policy 2460.7).
   - Students referred for suspected communicable disease.
   - Students referred following a prolonged absence as a result of a serious illness or accident.
   - Students seeking working papers.
   - Students engaged in athletics (N.J.A.C. 6A: 16-2.2 et seq. and Board Policy 2431).
   - Other examinations and screenings to ensure that the learning potential of each student is not diminished by a remediable physical disability and the school community is protected from the spread of communicable disease or other health or cleanliness detriments.
4. Record the evaluation and screening findings on forms provided by the district. Report to parents the findings and recommend treatment where necessary (N.J.S.A. 18A:40-4 and 40-5).

5. Observe all regulations and policies regarding parents who request in writing an exemption from health screenings and examinations (N.J.S.A. 18A:40-4 et seq.).
   - Examine and evaluate district employees in surroundings that afford privacy using accepted medical procedures, when circumstances warrant a request by the District Superintendent to ensure the health and safety of students and staff.

6. Comply with the rules and regulations of the local Board of Health and the State Department of Health regarding the sanitation of public grounds and buildings and the prevention of communicable diseases. Make recommendations for improvement or correction to the Superintendent when circumstances warrant.

7. Complete and submit in a timely fashion all medical forms and reports as required by statute, regulation, policy, or as requested.

8. Follow established procedures for sanitation and hygiene in the handling of body fluids (N.J.A.C. 6:29-2.5).

9. Follow acceptable and established procedures for the disposal of medical waste.

10. Recommend appropriate medical supplies and equipment necessary to operate school health service facilities.

11. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.

12. Conduct or recommend health related professional development sessions for staff members.

13. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.

14. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

16. Adhere to New Jersey school law, State Board of Education and State Board of Health rules and regulations, Board of Education policies and regulations, and contractual obligations.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:
The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.
EVALUATION:

The Supervisor of Nursing Services and the School Medical Director shall evaluate the School Physician in accordance with Policy No’s 3221 or 3222, Regulation No’s 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

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Approved       Date