

SECTION **CENTRAL ADMINISTRATION**

AREA **CLASSIFIED PERSONNEL**

TITLE: **Coordinator of Medical Services (School Physician)**

QUALIFICATIONS:

1. Valid Medical Certificate, licensed to practice medicine and surgery in New Jersey.
2. Broad knowledge of child health and development and understanding of laws and codes governing school health programs.
3. Experience in the delivery of medical services as determined by the board.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTING RESPONSIBILITY:

The Coordinator of Medical Services is directly responsible to the Superintendent of Schools, Assistant Superintendent of Schools, the School Business Administrator, and the Director of Student Personnel Services for his/her duties as Coordinator of Medical Services.

SUPERVISORY RESPONSIBILITY AND AUTHORITY:

The Coordinator of Medical Services provides advice and assistance regarding the performance of school nurses and other health service employees.

JOB GOAL:

The Coordinator of Medical Services in accordance with Board policies and New Jersey Statutes and guided by the administrative rules of the Superintendent of Schools is responsible to ensure the health and safety of students and staff through participation in the development of policies and procedures related to physical examinations/health screenings, school site health/safety hazards, and oversight of the school health services.

TERMS OF EMPLOYMENT:

Remuneration to be determined annually by the Board of Education.

PERSONAL EVALUATION:

The Coordinator of Medical Services will be evaluated in writing by the Superintendent of Schools at least once a year. The recommendation shall be based on the performance of responsibilities indicated in this position description. The Superintendent will recommend appointment of Coordinator of Medical Services to coincide with annual reorganization meeting in April.

PERFORMANCE RESPONSIBILITIES:

1. Directs and supervises the conduct of physical examinations or health screenings of students and oversees the delivery of school health services.
2. Consults with parents of children with identified illness, physical defects or other health-related conditions and make recommendations for follow-up medical evaluation and/or treatment.
3. Provides advice and assistance in the development of district policies and procedures related to health, safety, and emergency medical procedures.
4. Plans and administers a communicable disease control program and reports incidents of disease as required by law.
5. Ensures that all required health records are maintained in the prescribed format and in a manner which retains medical confidentiality.
6. Consults with the school nurse coordinator regarding the administration of health program.
7. Participates in case conferences with the Child Study Team, as requested.
8. Upon request examines students to determine medical eligibility to participate in interscholastic sports; reviews reports from other licensed physicians regarding student eligibility and, provides parents with written notification of approval or disapproval for athletic participation.
9. Serves as a school district liaison to the state and local departments of health and community health agencies, as requested.
10. Responds to emergency medical calls related to injuries, illness or suspected substance abuse, as requested.
11. Participates in the development of a comprehensive school health program and services and the planning and implementation of related inservice education activities.
12. Performs other duties within the scope of certification.

Legal References:

<u>N.J.S.A.</u> 18A:16-2	Physical examinations
<u>N.J.S.A.</u> 18A:40-1	Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
<u>N.J.S.A.</u> 18A:40-3	Lectures to teachers
<u>N.J.S.A.</u> 18A:40-4 <u>et. seq.</u>	Examination for physical defects and screening of hearing of pupils; health records
<u>N.J.S.A.</u> 40A-12	Reporting of pupils under influence; examination; reports; Return home; evaluation of possible need for treatment; referral for treatment
<u>N.J.S.C.</u> 6:29 <u>et. seq.</u>	Health, safety and Physical Education
See particularly: <u>N.J.S.C.</u> 6:29-1.2	Health services personnel

<u>N.J.S.C.</u> 6:29-1.3	Policies and procedures
<u>N.J.S.C.</u> 6:29-1.4	Records and reports
<u>N.J.S.C.</u> 6:29-1.7(f)4	Eye protection in public schools
<u>N.J.S.C.</u> 6:29-2 <u>et. seq.</u>	School Health Services
<u>N.J.S.C.</u> 6:29-2.1	Student physical examinations
<u>N.J.S.C.</u> 6:29-2.3	Testing for tuberculosis infection
<u>N.J.S.C.</u> 6:29-3.4 (c)(g)	Athletic procedures
<u>N.J.S.C.</u> 6:29-5	Audiometrics Screening
<u>N.J.S.C.</u> 6:29-6	Substance abuse
<u>N.J.S.C.</u> 6:29-6.5	Reporting, Notification and examination procedures
<u>N.J.S.C.</u> 6:29-7 <u>et.seq.</u>	School employee physical examinations
<u>N.J.S.C.</u> 6:29-7.3	Policies and procedures for employee physical examinations
<u>N.J.S.C.</u> 6:29-8 <u>et. seq.</u>	Nursing Services to Nonpublic Schools
<u>N.J.S.C.</u> 12:100-4.2	Safety an health standards for public employees occupational exposure to bloodborne pathogens

Bloodborne Pathogens Standard, 29 CFR 1910.1030

Occupational Exposure to Hazardous Chemicals in Laboratories Standard, 29 CFR 1910.1450