Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title: Health Services Manager
Reference: December 2019

Function/Department: Nursing
Location: AIS

Manager Title: Head of School

Position Type: Permanent
Position Status: Full-time

Position Objective

- The Health Services Manager is responsible for planning, implementing, coordinating and evaluating school health services for the Australian International School. This service needs to address the concerns of school safety, allergy and disease control, medical records and maintenance, first aid and emergency procedures and appropriate medical support for all activities conducted at or by the school to ensure a safe and healthy environment for all students, teachers, staff and visitors and within a multidisciplinary team.

Responsibilities

In addition to the school nurse job description (attached separately), the Health Services Manager responsibilities will include but are not limited to:

Medical Services

- Oversee the provision of Health & First Aid (H&FA) services within an educational institution in an international environment
- Oversee the maintenance of standards of best practice in the delivery of H&FA across 3 sites
- Ensure all H&FA areas are safe and functional and report any areas of concern
- Mentor school nurses to assess and treat all illness and accidents to ensure optimal care is delivered
- Ensure confidential environment is maintained
- Seek out local and other resources for use in the school setting
- Provide first-line counseling
- Identify and refer 'Students at risk' to HOY, HOW and Principal
- Oversee the provision of safe and secure storage and administer medications
- Assess students with special health needs and develop and maintain current Emergency Response Plans
- Oversee the implementation of school Emergency Response Plans for the purpose of providing appropriate care for students at risk
- Assess and evaluate the effectiveness of services and health care plans and make changes as necessary
- Maintain contact with parent/guardian for the purpose of alerting them to any changes in student health and/or referring students for medical intervention as needed
- Oversee and deliver health promotion and health education to staff, students and parents as required
- Oversee and/or deliver in-service training for school personnel on students with chronic health issues e.g.: Diabetes, Allergy and Epilepsy
- Report accident/incidents, suspected child abuse, suspected self-harm, suspected substance abuse, etc.) for the purpose of maintaining students personal safety as per school policies
- Respond to emergency situations for the purpose of addressing immediate safety concerns
Job Description Form

- Provide updates on school health issues. Communicate with the school administration regarding school health program and practice issues, including but not exclusive too Nursing requirements and Compliance issues
- Implement communicable disease control in the school, including monitoring, surveillance and participating in disease prevention and outbreak management
- Serve as a leader in the school system for communicable disease control
- Act as director for ASHI (American Safety and Health Institution), CPR and First Aid training facility at AIS
- Provide First Aid and CPR training to all AIS staff as a registered ASHI trainer

Medical Administration
- Assess staffing requirements, create rosters and make changes as needed, take sick calls, organize relief staff, overtime, timesheets and leave applications across 3 sites
- Maintenance of updated and accurate job descriptions for the School Nurses in liaison with HR and regional Medical Support.
- Keep detailed records of service by monitoring student visits, overseeing collection of statistics to utilize in determining staffing requirements
- Review all job applicants, interview potential applicants and in consultation make decision on applicants employment, check professional referees, liaise with Singapore Nursing Board (SNB) regarding registration, assess probationary Nurses and communicate with SNB as necessary
- Orientate new staff, participate in and oversee their induction and provide ongoing support
- Provide on-going supervision and evaluation of delegated staff to assure the safe and effective performance of delegated tasks
- Conduct an annual performance evaluation of school nurses across the school
- Manage monthly school nurse team meetings
- Oversee the management of security of records and equipment
- Oversee the monitoring of illnesses, incidences and accidents and assess and report hazards
- Coordinates and participates in the establishment, review, and implementation of H&FA policies and procedures. Policies and procedures are reviewed annually and changes are made as required and communicated to Regional Medical Support for approval
- Annually review and update all standard forms, stationery and information sheets used by the nursing team
- Coordinate the establishment of guidelines, procedures, and training in First Aid/CPR/Epi Pen training for all staff
- Communicate with Data Base Manager/IT to ensure the H&FA data base is maintained accurately and updates are made when needed within a reasonable time frame
- Report any serious accidents/incidents to the Regional Medical Support in a timely manner
- Document accurately the occasions of accident/incidents and provide summary of these to Cognita via Cognita Drop Box
- Determine methods for documentation and ensure these are accurately implemented
- Oversee the ordering of supplies and equipment necessary for delivering optimal care
- Report students with contagious diseases to Singapore Ministry of Health (MOH) for the purpose of minimizing infection and complying with the law. E.g. HFMD
- Research and review the Ministry of Health (Singapore) guidelines on local Singapore specific conditions such as SARS, Dengue, Mycoplasma, Chikungunya, MERS, Ebola and contagious or infectious diseases, such as Hand, Foot and Mouth Disease, Impetigo, etc. Develop policies on prevention and treatment appropriate for a School environment
- Complete annual budget
- Participate in evaluation of the program through collection and review of data
- Contribute to an effective data base and communication system between H&FA areas and Nurses
Job Description Form

● Ensure Infant care is monitored and maintained and appropriate nursing staff are employed to provide care and support to this area

General Administration
● Act as a resource person to all staff members, students and parents across the school
● Attend weekly welfare meetings across 3 sub-schools; Secondary, Upper Elementary and Lower Elementary, Early years and inform nursing team of any students considered at risk or with highlighted need
● Present at Student Orientation Days, Staff Orientation Program, Newcomers Morning Tea, Camp Information Evenings, to year groups and classes as requested
● Deal with complaints/areas of concern from parents, staff and school community, refer as appropriate
● Review AIS School Handbooks annually and communicate any changes/updates required to Communications Department
● Serve on committees within the school related to health and safety e.g.: Health and Safely Meeting
● Participate in Safeguarding meetings across the school
● Participates in development of school’s emergency health and crisis plan
● Report regularly to Regional Medical Support
● Report regularly to Head of School.
● Coordinate staff for Camp Asia Support

The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with who, s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all time. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

Position Requirements

Ability to:
● Communicate and work well within a team environment
● Deliver high quality, timely nursing care to all individuals on campus
● Plan, coordinate and supervise the work of others
● Deal tactfully with others and exercise good judgment in appraising situations
● Make independent and timely nursing decisions and to triage as required
● Secure the cooperation and respect of students, staff, parents and visitors
● Elicit needed information and maintain effective working relationships
● Collect data to direct evidence-based practice
● Record accurately services rendered and interpret and explain records, reports, activities, health care plans and nursing interventions
● Collaborate with parents, students, health care providers, and/or other agencies for the purpose of promoting optimal health of students and staff

Qualifications
● Registered Nurse with Singapore Nursing Board
● Minimum 5 years working as a Registered Nurse – Paediatric/Child Health experience preferred
● Current experience working as a School Nurse is preferred
● Minimum Bachelor’s Degree in Nursing
## Contacts

- Staff
- Students
- Parents
- Visitors

## Working Conditions

- Country role
- School Environment
- Occasional staff meetings/ sports first aid cover/ CPR/First aid training
- Availability for school camps

## Terms of Employment

- Working Hours: 7.00am to 6.00pm, Monday to Friday (8 hour shifts)
- Paid School Holiday leave except Staff Days, Professional Development days and Staff/Student Orientation days
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 14 days sick leave and 60 days hospitalisation leave
- Right to work in Singapore: Required
- Background check: Required
- Referee request: Required
- Probation period: 3 months from the date of commencement