



## JOB DESCRIPTION

Position : Head nurse

Working Hour : 45 hours/week with vacation accordingly to school holidays except during summer camp holidays

Superior : Service Manager and Operation Director

Subordinate : School nurse and infirmary secretary

### Scope of Responsibility.

1. Responsible for medical administrations and medical services of Primary and Secondary school according to school policy (both day and boarding students)
2. Give support of primary medical care for school staff as appropriate.

### Job descriptions.

1. Management school health centre to provide health care according to school policy or assigned by superior.
2. Medications.
  - 2.1 Prescription medicine which is provided by parents (with no contraindication of the student's health).
  - 2.2 Primary medical care.
3. Medical Treatments
  - 3.1 First aid.
  - 3.2 Continuing treatment accordingly to prescription
  - 3.3 Health education.
4. Reports
  - 4.1 Nurse permission slip to class teacher.
  - 4.2 Infirmary report to boarding parent or parent.
  - 4.3 Referral report to boarding parent in case of seeing doctor( in house or hospital).
  - 4.4 Daily report to Head of School ( Primary or Secondary ) and House parent.
  - 4.5 Monthly report to Head Master( HM) or Deputy Head Master (DHM) and School manager.
  - 4.6 Yearly report Head Master( HM) or Deputy Head Master (DHM) and School manager.
5. In school doctor service.
6. Annually Health Check for Students.
7. First aid and Basic CPR training for Teachers and Teacher Assistants.
8. Medical supports for school activities.



## JOB DESCRIPTION

### Qualifications.

1. Bachelor degree of Nursing or higher.
2.  $\geq$ 5 years experience in Nursing with management skills
3. Up to date nursing license.
4. Good English Skills.
5. Good Computer Skills.
6. Service mind and team player.

### Special qualifications.

1. Multi-tasking.
  2. Abroad nursing experience.
  3. Other language skills rather than Thai and English.
  4. Management and training skills.
  5. Good social skills.
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