

STAFFING PLAN, STAFF MANAGEMENT & CLINICAL PRIVILEGING

PURPOSE

- To align with Dubai Health Authority (DHA) strategic objective to position Dubai as a global medical destination by introducing a value-based, comprehensive, integrated and high-quality service delivery system.
- To enable all health facilities under the DHA jurisdiction to adopt a standardized framework for granting and revalidating the clinical privileging of their Healthcare Professionals (HP).
- To ensure all HP have an acceptable level of knowledge, skills, training and competence consistent with requirements set out by DHA and international best practice to promote safety and high quality of care.

STAFFING PLAN

- SBS is equipped to handle 1300 students.
- There will be a Main Clinic equipped with a washroom and hand wash basin following the general guidelines set by DHA
- Isolation room will be adjacent to Main clinic near an exit.
- Minor cuts, bruises or insect bites will be handled by the licensed first aider in each year group. If it doesn't fall on this criteria the students will be accompanied to Main clinic for treatment and management.
- For students who fall sick whilst at school, he/she will be brought to Main clinic triage/assessment area. The School Doctor/Nurse will assess the patient and decide if such case is for Main Clinic or for isolation room.
- For Isolation case, the nurse will be staying with the student until parents arrived. The Doctor/ Health & Safety Officer will be in the Main clinic to handle incoming first aids.
- All healthcare professionals shall be DHA licensed and have the necessary training and skills to deliver the services provided.
- The health facility shall have the required healthcare professionals at all times that there are students in the educational or academic setting.
- At least one (1) healthcare professional with training in advanced resuscitative techniques, e.g. Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support Course (PALS) shall be immediately available until all school student leave the school.
- There should be on-going training of all healthcare professionals, provide within the school or obtained externally through participation in Continuing Medical Education (CME).
 - ✓ School physicians require forty (40) CME hours annually to renew their license.
 - ✓ School nurses require twenty (20) CME hours annually to renew their license.
- Health and safety in-charge or a crisis response team, to handle any emergency situation, follow up and monitor the implementation of health and safety procedures and conduct all necessary trainings for students and staff.
- School shall appoint One (1) Full time Physician for every 500-3000 students.
- The full time school physician or the RN should be the clinic in-charge and participate actively to ensure implementation of all mandated policies and protocols in collaboration with the school's administrative authorities and school personnel. He/she shall assure that all procedures are carried out by or under the direction of qualified, skilled and experienced licensed healthcare professionals.
- The Physician shall:
 - ✓ Not prescribe medication to students for use after school hours.
 - ✓ Not prescribe Controlled Drugs (CD) and Semi Controlled Drugs (SCD) for students.
 - ✓ Be responsible to develop Individualized Healthcare plan (IHP).
 - ✓ Advise parents to keep the student at home during the communicable period of any disease.

- ✓ Assess, plan and implement Individualized Health Care Plan (IHCP) and Emergency Health Care Plan (EHCP) for children with chronic illnesses and children with of determination, including allergies.
- ✓ Maintain effective relationship with parents, families and local community.
- There shall be one (1) full time School Nurse per every seven hundred and fifty (750) students.
- The school Nurse shall hold a DHA license as Registered Nurse (RN) and should have at least one (1) year experience of working with children in a school or pediatric setting.
- A Temporary Nurse shall be arranged by the management of the educational or academic setting from an agency approved by HRS, DHA, in case the employed RN is on leave. Approval is based on the following criteria:
 - ✓ No-objection letter from the provider facility.
 - ✓ Valid Malpractice insurance for the temporary nurse.
 - ✓ Verified Dataflow report for the temporary Nurse.
 - ✓ Signing and submitting the Temporary Nurse Request Form.

PLAN FOR TREATMENT ROOM- Treatment room will be managed by School Doctor & School Nurse
 Procedure:

1. Staff will accompany a sick student in the main clinic triage area for assessment
2. Clean cases- Injuries, GI symptoms with no respiratory symptoms will be admitted in the Main Clinic
3. Student will be observed and instructed to rest for a couple of minutes
4. Treatment will be done based on chief complaint
5. School doctor/Nurse will decide if the student is fit to go back to class or to go home.
6. Parents will be notified accordingly and referral form will be completed

PLAN FOR ISOLATION ROOM- Isolation Room will be manned by School Nurse. The School Doctor or Health & Safety will manage the Main Clinic in the absence of the school Nurse

Procedure:

1. Staff will accompany a sick student in the main clinic triage area for assessment
2. Infectious cases- Respiratory symptoms with or without fever, confirmed close contact with a positive case & International travel history will be admitted in the Isolation room
3. School Nurse/School Doctor will wear a complete PPE before entering the isolation room.
4. Stable students- Parents will be notified to collect their child and complete 14 days isolation. If with symptoms, PCR Test is required.
5. For unstable students- Ambulance will be called and parents will be notified immediately. Health & Safety Supervisor will accompany the child to hospital in the absence of parent at school.
6. Treatment will be done based on chief complaint.
7. Disinfection will commence after transferring the patient to hospital or after parents collect their child.

STAFF MANAGEMENT

All Healthcare professionals should adhere to DHA mandatory training programme and requirements.

All HCP should attend the mandatory training as per DHA policy in relation to Fire, Health & Safety, Infection prevention & Risk management.

The School Clinic has 1 full time doctor and 2 full time nurses. The Physician is the assigned Medical Director and will be in charge in the supervision of the clinic.

All HCP are trained in Pediatric Advanced Life Support (PALS) and Basic Life Support (BLS).

CLINICAL PRIVILEGING

The Health Facility (HF) shall have in place a standardized, objective and evidence-based clinical privileging system to privilege DHA licensed Health Professionals (HP) to treat patients and/or to provide other clinical services consistent with this Policy. The clinical privileging system shall:

- Ensure all Physicians and HP undergo clinical privileging within a three (3) year timeframe.
- Assure granted privileges are supported by international benchmarks and best practices.
- Include the review of clinical competence, malpractice, incident reporting and patient outcomes.
- Assist in benchmarking high quality and safe care and support the identification of professional practices and services provided to patients and their carers.
- Track the status of all granted privileges with supporting evidence.
- Align to the needs of the Clinical Privileging Committee (CPC) which is the responsible entity to authorise or deny clinical privileges.

Clinical privileges that are granted by the CPC shall adhere to titles mentioned in Professional Qualification Requirements (PQR), or any privileges mentioned in DHA regulations, policies, or standards. Clinical privileges shall be granted consistent with UAE Federal Laws and Regulations.

Clinical privileges shall be granted consistent with the clinical needs, resources and capacity of the services provided within the health facility to ensure the delivery of safe and high-quality healthcare services. To assist in clinical privileging, the health facility shall ensure it has in place a written service specification for each service line that includes the following:

- a. Service name, type and scope
- b. Level of service provision and description
- c. Service operational times
- d. Minimum staffing and resource requirements
- e. Risk management and business continuity arrangements
- f. Management structure, oversight and reporting arrangements
- g. Service performance metrics
- h. Staff job descriptions

References:

1. Health Policies and Standards Department Health Regulation Sector (2020): Standards for Clinic & Educational & Academic Settings by DHA Health Regulation
2. Clinical privileging Version 1 by DHA Health Regulation Department; Ref No: HRS/CP/1/2018