

VOLUME II –SCOPE OF SERVICES & SPECIFICATIONS – INFIRMARY SERVICES

1. OBJECTIVE OF THE SERVICES

The **French School “Lycée Louis Massignon” (“CLIENT”)** has an infirmary for its students, staff and guests. This infirmary will be made at the disposal of the **SERVICE PROVIDER** for the performance of the **SERVICES**.

This agreement is concluded to provide and supervise nurses for the school clinic of French School Lycée Louis Massignon by **SERVICE PROVIDER**. The undersigned parties hereby accept and agree on the following terms and conditions as conditions of their partnership.

This relation shall be at the expense and under the responsibility of **SERVICE PROVIDER**.

2. SCOPE OF THE SERVICES

The **SERVICE PROVIDER** must provide the following **SERVICES**:

1. Three nurses (two female and one male nurses) licensed by the DOH (Department of Health - Abu Dhabi) ("**Nurses**"). The **SERVICE PROVIDER** shall also ensure that the Nurses have the necessary professional trainings and the requirements of a school nursing according to the DOH. The mentioned number of personnel must

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comply with the rules applied by the DOH, which falls under the responsibility of SERVICE PROVIDER.

2. A secretary who shall supervise the nurses and maintain the organization of the management of incoming and outgoing patients daily. The secretary shall interface between the CLIENT's administration and the SERVICE PROVIDER to whom she/he will submit a report on a weekly basis. The Secretary shall also inform the parents when a patient needs to be sent home. The French language shall be an additional asset.
3. Nurse supervision by a DOH-approved family physician that shall make an annual visit for the student assessment program.
4. Supply of medication and other consumables,
5. Ensuring the maintenance of the equipment made available at the SERVICE PROVIDER's disposal and provided by the CLIENT.
6. Ensuring the replacement by personnel of the same qualification / skills in case of absence of personnel,
7. Insurance to cover the consequences of any possible professional misconduct made by staff.
8. Professional development training and all Continuing Medical Education (CME) required by the DOH.

Other related obligations (non-exhaustive list):

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1. The medical personnel must comply with all the requirements prescribed by the DOH.
2. The SERVICE PROVIDER shall comply with the policies and procedures of the School Clinic and adapt themselves as necessary to meet the standards required by the DOH.
3. Obtaining and bearing any payments related to the residency visas, work cards and medical insurance regarding the three nurses and the secretary.
4. All costs related to the mobilization/demobilization of the personnel (airfare or other, visa and administration fees or other) shall be under the responsibility of the SERVICE PROVIDER.
5. Participation in the partnership meetings scheduled quarterly and ad hoc meetings which shall be organized as required.

3. MANAGEMENT OF THE SERVICES

3.1. SERVICES

The SERVICES shall be managed as follows:

1. The working hours of the Nurses shall be ten (10) hours per day, in accordance with the official working hours of the school LLM, five (05) days a week (From Sunday to Thursday).
2. The PROVIDER SERVICE staff shall not take annual leaves during the academic year.

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3. The SERVICE PROVIDER staff shall be managed directly by LLM French School with reference to the SERVICE PROVIDER when necessary.
4. The SERVICE PROVIDER staff shall work at the LLM during school time and at SERVICE PROVIDER during school holidays (they will not be paid by LLM during these periods). This provision shall be specified to ensure that the SERVICE PROVIDER staffs keep their medical skills up to date.
5. The partnership meetings shall be scheduled on a quarterly basis and ad hoc meetings will be organized as required by both parties.

3.2. THE STAFF

The SERVICE PROVIDER undertakes to independently hire, pay and manage its employees, by keeping the CLIENT free of all social, fiscal and legal charges and obligations.

The SERVICE SUPPLIER undertakes particularly to

1. The staff equipment, clothing and food shall be provided by the SERVICE PROVIDER.
2. The employed staff has a public service mission. The reception of users must be adapted to the public (children) and welcoming (smiles and polite words to be respected).

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3. The staff shall also participate in the collective mission of educating the children, like the other staff of the establishment.
4. The person in charge of the SERVICE PROVIDER on the CLIENT's site shall ensure the relations with the CLIENT. The French language is a plus.
5. The SERVICE PROVIDER shall provide its staff with all the working clothing required to carry out their tasks.
6. The SERVICE PROVIDER undertakes to ensure the continuity of the infirmary even in the event of the absence of its staff and during the public holidays scheduled as working days in the CLIENT's calendar.
7. The SERVICE PROVIDER shall carry out the checks of the state of health of its staff. It shall take all measures if the state of health of its staff is not compatible with the exercise of its tasks.
8. The staff of SERVICE PROVIDER shall have access to the premises whenever required by the interests of the service.
9. The SERVICE PROVIDER shall comply with the internal regulations and the safety instructions in the event of fire. In this respect, all staff may be required, at the request of the CLIENT, to participate in training days in this area, up to a maximum of one day per year, at no extra cost to the CLIENT.
10. The staff shall be required to inform the CLIENT of any safety hazards of which they are aware.

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4. RIGHTS AND OBLIGATIONS OF THE CLIENT

The CLIENT shall make available to the SERVICE PROVIDER the equipment and materials in its possession upon the signature of the contract which are necessary for the performance of the services defined in Article 2. In accordance with Article 3, maintenance is the responsibility of the SERVICE PROVIDER.

The required premises and equipment (according to the list in Article 3) to comply with the requirements of (DOH) shall be at the expense and responsibility of the CLIENT.

The CLIENT shall provide the SERVICE PROVIDER with the specialized medical equipment required to perform the SERVICES: Examination Couch, Medicine Cabinet, Instrument trolley, Ward Screen, Foot Step Double, Water Distiller, Wheel chair, movable over bed table, and first Aid kit.

The maintenance of the said equipment shall be the responsibility of the SERVICE PROVIDER. An inventory is provided by the CLIENT in Appendix 2.

The SERVICE PROVIDER shall keep the CLIENT informed of any damage caused to the building and the provided equipment.

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The CLIENT (or its representative) may check the services provided by the SERVICE PROVIDER at any time.

5. RIGHTS AND OBLIGATIONS OF THE SERVICE PROVIDER

The SERVICE PROVIDER shall ensure the disposal of medical waste in a specific room made available by the CLIENT in containers provided by the CLIENT.

The disposal of waste and the cleaning of the premises shall be provided by the CLIENT.

The SERVICE PROVIDER shall make the investments necessary for the fulfilment of the contract and ensure their renewal (as well as the renewal of the equipment made available at the beginning of the contract by the CLIENT).

The SERVICE PROVIDER must inform the CLIENT in writing of the work to be achieved on the building.

The SERVICE PROVIDER is subject to the approval of the local authorities. This approval, issued by the Ministry of Health, shall be provided as an appendix to the contract upon signature of the said contract and, where applicable, upon each renewal thereof.