

**TORRINGTON BOARD OF EDUCATION
355 MIGEON AVENUE
TORRINGTON, CT 06790
(860) 489-2327**

COVER SHEET

The Torrington Board of Education (the “Board”) will accept bids for the following contract:

CONTRACT NAME: DISTRICT MEDICAL ADVISOR

Bids will be received until May 20, 2022, at 11:00 AM

Submit bids to: Lynn Boisvert, Director of Finance & Operations
 Torrington Board of Education
 355 Migeon Avenue
 Torrington, CT 06790

Type of bid: Sealed

Bid Security: Not required

Site Visit Not Required

Anticipated date of award: May 25, 2022, Board of Education Meeting

Instructions:

All bidders must carefully familiarize themselves with the following bid specifications, as they apply, and any other document(s) related to the work/contract.

Bidders choosing to submit a bid must fill out and return the attached bid response form.

REFERENCES

1

Company:

Contact Person:

Address:

Contact Phone:

2

Company:

Contact Person:

Address:

Contact Phone:

3

Company:

Contact Person:

Address:

Contact Phone:

****MUST BE ENCLOSED WITH BID**

**TORRINGTON BOARD OF EDUCATION
BID SPECIFICATIONS
FOR SCHOOL MEDICAL ADVISOR**

The Torrington Board of Education recognizes that no Physician can devote full time to the school health program. Therefore, the School Medical Advisor shall make themselves available on a part-time basis. The School Medical Advisor shall oversee the essential functions and services performed in the schools and assist the nurse coordinator, school building nurses, administrators, teachers, and other available personnel.

Specific Duties:

The School Medical Advisor shall perform the following services and functions:

1. Assist the superintendent of schools and their staff in establishing and revising health policies and procedures for board adoption; review health policies and nurses' standing orders when requested.
2. The School Medical Advisor will coordinate and provide the school system with influenza vaccines, syringes, and other necessary materials. Immunizations will be limited to staff only and necessary **if** not provided by the school district's current medical insurance provider. (*The current provider does not offer this service to the school district.*)
3. Examination of all students referred to the School Medical Advisor by the school nurse or district designee interprets or provides results. Parents will be provided recommendations as to the care necessary, provisions if any, that should be made at the school for the care and welfare of the student. Exams would include all students who do not have a family doctor and would otherwise be unable to attend school without a physical examination.
4. Review individual student health records as required.
5. Consult with planning and placement teams when medical problems interface with education.
6. Examine teachers, custodians, and others in the employment of the Board of Education when requested to do so by the Board or when, in the School Medical Advisor's opinion, such examinations are necessary for the protection of health. The School Medical Advisor shall accept the report of an equivalent physical examination report by any reputable physician chosen by such employee or the medical advisor.
7. Making such sanitary inspections of school buildings, as in such School Medical Advisor's opinion, are necessary for the protection of the health of students and employees.
8. Take steps to preserve and improve the health of students per the requirements of the Public Health Code of the State of Connecticut or the sanitary regulations in force in the City of Torrington in excluding and readmitting students and teachers or other school employees suspected of being ill, or ill, with any infectious disease.

9. In cooperation with the Nurse Coordinator, interpret factors dealing with infectious disease control to teachers and nurses.
10. Act as a liaison to the local health department as necessary.
11. Act as a resource in the planning and implementing of the health education curriculum.

Athletic Services:

1. Advise the district on health and safety issues related to athletic programs, including concussion management.

Additional Services Requested (to be quoted separately):

Conduct sports physicals twice per year as requested by the district, following adopted standards and procedures. Examinations would be done once in the Fall and once in the Spring at Torrington High School. Examinations must be coordinated with the Athletic Director and School Administrator to be held at a mutually agreed-upon schedule. Please indicate the basis for the additional cost.

Board of Education Rights

If the School Medical Advisor is not available to perform any of the services listed herein, the Board of Education reserves the right, after making a reasonable attempt to notify the School Medical Advisor (except in an emergency), to secure the necessary medical personnel to perform such services. The reasonable charges encumbered by the Board of Education may be deducted from the School Medical Advisor's compensation.

Qualifications:

1. The School Medical Advisor should be well qualified and competent in the care of children.
2. The School Medical Advisor must be licensed to practice medicine in the State of Connecticut.
3. The School Medical Advisor must have malpractice insurance in a suitable amount for the scope of services to be provided. Evidence of insurance shall be provided annually to the district.
4. The School Medical Advisor should be a pediatrician or family medicine practitioner with training in pediatric and adolescent medicine.
5. The School Medical Advisor should be a proactive advocate for safe and healthy schools and identify important health issues.
6. The School Medical Advisor should have training in the emotional and physical growth and development of children and should show evidence of continuing medical education and experience in school health and pediatrics or adolescent medicine within the preceding five years.

Term:

The term of said employment is for two (2) years, from July 1, 2023, to June 30, 2025. The Board shall have the option to extend the contract for up to three (3) additional years in one-year increments through June 30, 2028.

At least six (6) months before the agreement's expiration date, the School Medical Advisor shall notify the Board of their desire to extend their appointment as School Medical Advisor. Upon receipt, the Board shall consider such a request for extension. It is understood between the parties that the Board of Education is under no duty to extend.

The Board may terminate the services of the School Medical Advisor during the term of employment for cause upon giving thirty (30) calendar days' notice.

COST OF SERVICES:

2022 - 2023 School Year

2023 - 2024 School Year

2024 - 2025 School Year

2025 - 2026 School Year

2026 - 2027 School Year

TOTAL 2 -
Year Cost:

TOTAL 5 -
Year cost:

Additional Cost for Sports
Physicals:

\$ _____

Submitted by: _____ **Date** _____

Signature: _____ **Phone:** _____

Address: _____
