



Fulton Adventist
University College

"Others" | EST 1905

JOB DESCRIPTION

Position: University Healthcare Provider/Doctor
Employer: Fulton Adventist University College
Location: Masimasi, Sabeto, Nadi
Date: 28 March 2025

Fulton Adventist University College Mission Statement:

To empower graduates through quality Adventist Education for dedicated service.

Position Overview:

The role of the University Healthcare Provider/Doctor is to ensure the health and well being of students, faculty and staff by providing primary healthcare services, medical consultations, health education, and emergency medical support. The role also includes health policy development, disease prevention and health promotion programs within the University.

Qualifications Expected

- Medical Degree (MBBS, MD, or equivalent) from a recognized institution.
- Valid medical license.
- Minimum of [5] years of experience in general medicine, preferably in a university or community health setting.
- Certification in Advanced Cardiac Life Support (ACLS) and Basic Life Support (BLS) is an advantage.
- Training or experience in public health, mental health, or counselling is desirable.

Core Competencies

- Strong diagnostic and clinical skills.
- Excellent communication and interpersonal skills.
- Ability to handle medical emergencies efficiently.
- Knowledge of preventive healthcare and public health strategies.
- Understanding of mental health issues in young adults.
- Ability to maintain confidentiality and ethical standards.
- Proficiency in medical record-keeping and health data management.

Job Description

Special Responsibilities

- Provide primary healthcare services, including diagnosis, treatment, and referrals.
- Manage medical emergencies on campus and liaise with local hospitals as needed.
- Conduct health assessments for students and staff.
- Organize health awareness programs and preventive care initiatives.
- Ensure compliance with national health regulations and university policies.
- Supervise healthcare staff and maintain the university clinic's operations.
- Offer counselling and support for mental health concerns in collaboration with university counsellors.

Committee/Board Membership

- University Health Committee.
- Church Health Committee

Key Performance Indicators (KPIs)

- Number of patients attended and treated.
- Effectiveness of emergency medical response.
- Student and staff satisfaction with healthcare services.
- Implementation of health education programs.
- Compliance with university and national health regulations.
- Maintenance and effectiveness of university health policies.

Terms and Conditions

- The terms and conditions shall be read in conjunction with the Fulton Adventist University College Handbook, this job description and SPD Working Policy as amended from time to time.

Appointed By

- TPUM Executive Committee.

Term

- This is an appointed position. Subject to satisfactory performance the person appointed shall hold office from the time they take up their duties until the end of their services. The normal term of service shall be four years.

Performance Appraisal

- Annual performance review conducted by the University Health and Committee and Principal.

Responsible To

- Reports directly to the University Principal or designated authority.

Remuneration

- Salary and benefits as per university pay scale and experience.
- Medical and professional development allowances as applicable.

Personal Commitment

As an employee of FAUC under Seventh-day Adventist Church, the University Healthcare Provider/Doctor is expected to uphold the mission and values of the institution and provide quality healthcare with professionalism and compassion as referred to in the Fulton Adventist University College Employee handbook, and SPD Working Policy.

Confirmation

Name of Appointed Person: _____

Appointed Person's Signature: _____

Date: _____

Witness (FAUC Principal): _____

Signature: _____

Date: _____