AUD Health Center Nurse

The American University in Dubai invites qualified applicants to apply for the position of AUD Health Center Nurse.

The fundamental responsibility of this position is to **provide general nursing care and health supervision**, to students, staff, faculty and all employees in AUD; **treat minor injuries and illnesses**, and maintain the highest attainable standards of health services.

**Principle Responsibilities:**

**Clinical responsibilities:**
- Provide emergency and routine medical care for minor acute illnesses and injuries
- Assist students in preventing loss of schooling opportunities due to health problems
- Prepare accident and incident reports, and arrange for further care if necessary
- Maintain standard university practices for health services
- Provide general care and health supervision of students
- Contribute to health education programs organized by the Health Department; Update the Health Bulletin Board
- Offer advice information and guidance to University staff on health matters, infection control, consultative documents etc.
- Promote the prevention of illness and the well-being of students and staff
- Monitor the absence of students due to illness
- Liaise on a daily basis with the Health Center Director to discuss relevant issues of the health services ensuring that all expectations are met
- Ensure compliance with AUD Health Policies and Procedures
- Assess campus environments to identify potential health or safety problems
- Ensure AUD Health and Safety Plan policies and procedures are followed
- Report to the Health Center Director potential hazards and faulty equipment
- Maintain confidential health records system according to the American University in Dubai and the American Hospital agreement
- Maintain first aid supplies at all agreed locations

**On-call Responsibilities:**
- Provide emergency and routine medical care for emergencies (minor acute illnesses and injuries) for students in the university residence.
- Prepare accident reports, and arrange for further care if necessary.
- Maintain high standard practices for health services.
- Ensure AUD Health and Safety Plan policies and procedures are adhered.
- Assess student’s residence environments to identify potential health disorder or safety problems.
- Liaise on a daily basis with the Health Center Director.

**Competencies and Skills Used:**
- Knowledge of medical procedures, terminology, and equipment
- Interpersonal/human relation skills
- Patient assessment skills
- Good verbal and written communication skills
- Ability to apply good clinical judgement and confidentiality

**Essential Qualifications:**
- Licensed Staff Nurse
- DOH Certification
- Maintain appropriate nursing certifications and professional training

**Desired Additional Qualifications:**
- Ensure high level of nursing competence in continuing education
- Explore ways and methods of improving health education and services
- Computer skills: Microsoft office (Word, Excel, PowerPoint)

Applications will be accepted and evaluated until this position is filled.
Interested applicants must submit the following requirements via email to recruitment@aud.edu.

(Please state the title of the position as the subject of the email)

- Cover letter
- Updated CV
- Contact information of three (3) academic/professional references

Alternatively, applicants can submit their application materials to the following postal address:

**Angele El Khoury**  
**Director of Human Resources**  
The American University in Dubai  
P. O. Box 28282, Dubai, U.A.E.

*No telephone calls please.*  
*While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview.*