

## JOB DESCRIPTION

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<b>Position Title</b>	:	<b>Clinical Placement Manager</b>
<b>Department</b>	:	<b>Medicine</b>
<b>Report to</b>	:	<b>Dean of Medicine</b>
<b>Reportees</b>	:	<b>N/A</b>
<b>Employer</b>	:	<b>University of Puthisastra</b>
<b>Location</b>	:	<b>Phnom Penh, Cambodia</b>

### I. Duties and responsibilities

#### **Placement Management**

- Communicate via email, phone and/or in person to arrange and confirm placements with academic staff and/or placement coordinators in institutions
- Increase the number of clinical placements across all Health courses including Medicine, Dentistry, Pharmacy, Lab Technology and Nursing.
- Coordinate with the faculty to determine the numbers and types of student placements needed at each semester, level, and type of experience needed
- Identify facility requirements at each clinical placement location, such as orientation and training, and communicate these clinical entry requirements to instructors and student groups in a timely manner
- Liaise with academic staff and support staff to support Student Learning and Student Experience on placements.
- Keep a record of these facility requirements, updating them as required when the facility changes their expectations
- Monitor the educational delivery and education experience of students on placement, resolve issues and advise Dean as required
- Ensure that the contract with the facility is current

#### **Record Management**

- Ensure that students and our UP record are uploaded effectively
- Communicate with placement students and faculty on an ongoing basis to ensure that each student is up to date and student progression is maintained
- Send health record and all other placement requirement of each student to placement coordinator at clinical placement facility on time
- Ensure that all 'onboarding' has occurred for each student and provide assistance when required
- Perform other duties and assume additional responsibilities as assigned by the Dean

### II. Qualifications and Requirements:

#### **1. Experience:**

- At least 3 years administrative experience managing personnel and programmes within the health industry is required
- Understand educational experiences of health students

- ✓ Able to interpret learning experience needs of students and match them to the capabilities of clinical placement

**2. Education:**

- ✓ Bachelor Degree in an Health Science

**3. Skills/Competencies:**

- ✓ Able to develop and maintain excellent working relationships with institutions
- ✓ Able to keep updated records and attend to details despite must change
- ✓ Able to take initiative to solve or improve problems and situations proactively without needing supervision
- ✓ Excellent communication skills and ability to work as a team
- ✓ Excellent oral and written command of English
- ✓ Excellent oral and written command of Khmer

The University welcomes Cambodian and international candidates