

JOB DESCRIPTION

Position Title	:	Deputy Dean, Clinical Placement
Faculty Oversight	:	Medicine, Nursing & Midwifery, Medical Laboratory
Report to	:	Dean, Medicine
Reportees	:	N/A
Employer	:	University of Puthisastra
Location	:	Phnom Penh, Cambodia

I. Duties and responsibilities

- Ensure MOUs with hospitals/PHDs are up to date and include details of student numbers, cost including preceptor payment and preceptor allocation.
- Liaising with hospital management, increase the number of clinical placements for all departments.
- Meet with medical, nursing and other preceptors in each clinical placement twice per year to get feedback and overall evaluation of student performance and quality of practicum from their perspective. Feedback back to Clinical Placement Coordinators in each department.
- Coordinate with the Clinical Placement Coordinators in each department to determine the student numbers, names and hospital allocations according to annual practicum schedule.
- Organize and deliver student placement request letters to clinical placements in a timely manner and confirm placements with Clinical Placement Coordinators across departments.
- Oversee clinical logbooks preparation before students go to placement and evaluation when completion of placement.
- Ensure all departments have appropriate monitoring and evaluation processes in place for quality student experiences.
- Ensure all departments have appropriate supporting clinical documentation to enhance student clinical learning experiences.
- Carry out an annual student evaluation on clinical experience.
- Perform other duties and assume additional responsibilities as required.

II. Qualifications and Requirements:

1. Education:

- Master's Degree in health related field

2. Experience:

- At least 10 years' experience in the health sector
- At least 3 years' experience of management
- Experience in health education.

III. Skills/Competencies:

- Ability to develop and maintain excellent working relationships with different stakeholders
- Ability and enthusiasm to take initiative to solve or improve problems and issues proactively
- Excellent communication and negotiation skills and ability to work in a team
- Excellent oral and written command of Khmer
- Very good oral and written command of English