

JOB DESCRIPTION

Position Title	: Medicine Rotation Officer
Faculty	: Medicine
Report to	: Deputy Dean of Faculty of Medicine
Reportee (if any)	: N/A
Location	: Faculty of Medicine, University of Puthisastra

I. Position Summary:

- To run smoothly in Faculty of Medicine and student service
- To coordinate with technical officer in hospital to be smoothly in student practice
- Ensure a standard and effective evaluation of Medical student during practice and clinical work.
- Prepare clinical clerkship activities and internship for the faculty of medicine

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Discuss with Deputy Dean of Medicine to prepare the schedule for sending the students to perform clinical clerkship and internship at health facilities
- Prepare a plan for sending the student to perform clinical clerkship and internship at health facilities like how many students per group, where to send the students to practice,...etc
- Monitor and spot check the attendance and clinical clerkship preferment of the students
- Verify the log book of each student to validate their clinical clerkship and internship
- Report the clinical clerkship and internship activities to Deputy Dean of Faculty of Medicine on regular basis or immediately if any issue has occurred during the clinical clerkship of the students.
- Ensure that UP medical students as competent, qualified and professional.
- Support medical students with learning resources in faculty of medicine
- Perform other tasks appropriate directed by deputy dean of Medicine

III. Minimum Qualifications and Requirements:

1. Experience:

- Minimum 1 years working experience in school of Medicine

2. Education:

- Bachelor of health sciences or Medical Doctor Degree
- Strong English proficiency: Reading, Speaking, Writing and Listening

3. Skills/Competencies:

- Ability to work independently while also functioning as a member of a team
- Strong computer skill: Microsoft word, Excel and power point

4. Personal Quality

- Strong communication skills
- Strong leadership and coordinating skill
- Good attitude and behaviour
- Ability to work under pressure
- Strong critical thinking and problem solving