

JOB DESCRIPTION

Position Title	:	Deputy Dean for Clinical Affairs
Faculty	:	Medicine
Report to	:	Dean of Medicine
Reportees	:	Rotation Officers
Employer	:	University of Puthisastra
Location	:	Phnom Penh, Cambodia

I. Duties and responsibilities

- Improve the quality of the clinical placement experience across Institutions, Hospitals and Clinics, ensuring a valid student experience.
- Monitor the education delivery and the educational experience of students on placement in Institutions/Hospitals/Clinics, resolve issues and advise the Dean of Medicine as required.
- Increase the number of clinical placements for Medicine, Nursing and Lab Technology students.
- Ensure, in conjunction with the University Learning and Teaching Department, that the MOU/contract with each facility is up-to-date.
- Determine, with the collaboration of the rotation officers, the numbers of student placements needed in each semester, and the type of experience needed.
- Coordinate and confirm placements with staff and placement coordinators in Institutions/Hospitals/Clinics.
- Identify facility requirements at each clinical placement location, such as orientation and training, and communicate these clinical entry requirements to supervisors/instructors and student groups in a timely manner.
- Keep a record of the facility requirements, updating them as required when the facilities change their expectations.
- Ensure that health records and all other placement requirements for each student are sent to the placement coordinators of each clinical placement facility on time.
- Prepare written reports at regular intervals to keep the Dean informed of each student's progress in clerkships/internships.
- Organize, with the help of the Assistant Dean for Academic Affairs, OSCE exams for medical students.
- Organize and supervise, together with the Assistant Dean for Academic Affairs, simulation sessions for medical students.
- Contribute to curriculum development for postgraduate courses/residency programs.
- Develop, implement, and oversee the continuous improvement of the Student Logbook.
- Contribute personally to teaching as requested by the Dean.
- Participate in the overall governance of the Faculty, via membership on the Faculty's

Committees.

- Ensure that all relevant policies and procedures of the University are complied with.
- Ensure that functions and responsibilities are carried out as directed by the Dean in a timely and appropriate manner.
- Represent the Dean at selected events when assigned by the Dean.
- Act as Dean if requested to do so, when the Dean is absent.
- Perform other duties and assume additional responsibilities as assigned by the Dean of the Faculty of Medicine.

II. Qualifications and Requirements:

1. Education:

- Bachelor Degree in Medicine

2. Experience:

- At least 5 years of clinical and/or administrative experience in a health-related field
- Good understanding of current educational needs of medical and nursing students

3. Skills/Competencies:

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