

## JOB DESCRIPTION

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<b>Position Title</b>	:	<b>Pharmacy Rotation Officer</b>
<b>Department</b>	:	<b>Pharmacy</b>
<b>Report to</b>	:	<b>Assistant Dean of Pharmacy</b>
<b>Reportee (if any)</b>	:	<b>N/A</b>
<b>Location</b>	:	<b>University of Puthisastra, Phnom Penh</b>

### **I. Position Summary**

- Ensure clerkship activities in Department of Pharmacy run smoothly and effectively.

### **II. Duties and responsibilities**

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

- Lead clerkship activity in department of pharmacy.
- Propose and revise MoU with clerkship places.
- Ensure good communication with clerkship places.
- Prepare budget plan and action plan for clerkship activities.
- Monitor and spot check the attendance and clinical clerkship performance of the students.
- Verify logbook of each student and validate their performance.
- Evaluate clerkship activities from different clerkship places.
- Handle problems or complaints from students and clerkship places.
- Orientate students or new employees about clerkship.
- Report the clinical clerkship activities to supervisor.

### **III. Qualifications and Requirements:**

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

- Experience in leading clerkship activity

#### **2. Education:**

- Bachelor degree in Pharmacy or Health Related Sciences
- Ability to speak and write English

#### **3. Skills/Competencies:**

- Strong computer skills: Microsoft word, Excel.

#### **4. Personal Quality**

- Strong communication skills
- Strong Leadership and coordinating skills
- Good attitude and behavior
- Ability to work under pressure