



## JOB DESCRIPTION

<b>Position Title</b>	:	<b>Intern</b>
<b>Faculty</b>	:	<b>Nursing and Midwifery</b>
<b>Report to</b>	:	<b>Deputy Head of Nursing Department</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. Position Summary:

- Prepare and maintain equipment for Technical Practice (TP) for all students in Nursing programs.
- Assist with all Technical Practice and OSCE exams.
- Assist department administration tasks

### II. Duties and Responsibilities:

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

- Maintain a high knowledge of appropriate equipment and standard of equipment required for teaching TP to students.
- Prepare equipment for lecturers according to schedule in a timely manner.
- Assist TP staff and lecturers during teaching TP, including informing students as required.
- Assist with monthly nursing inventory
- Assist TP staff and lecturers in maintaining a high standard of UP and Nursing policy and rules during TP class.
- Assist with OSCE as required.
- Prepare appropriate documentation for TP final exams and TP and OSCE exit exams as required
- Monitor change room activities including responsibility for key and keeping rooms tidy.
- Assist department administrative tasks.
- Ensure high quality communication with nursing team members at all times.
- Perform other functions appropriate to the position as may be directed by the HOD.

### III. Minimum Qualifications and Requirements:

#### 1. Experience:

- A new graduate is acceptable
- English language skills – be able to communicate, read and write clearly.
- High level of skill in nursing technical practice
- Team member
- Honest with a strong work ethic
- Well organized
- Self-confident with strong communication skills.
- Computer literacy with Microsoft word and Excel would be an advantage

#### 2. Education:

- Bachelor degree
- Good at English