

JOB DESCRIPTION

Position Title	:	Deputy Dean for Clinical Affairs
Faculty of Pharmacy	:	Pharmacy
Report to	:	Dean of Faculty of Pharmacy
Reportee (if any)	:	NA
Location	:	University of Puthisastra, Phnom Penh

I. Position Summary:

- The Deputy Dean for Clinical Affairs is responsible for overseeing and managing all aspects related to clinical education within the Faculty of Pharmacy, including clerkships, hospital rotations, and clinical skills training.
- This position ensures the effective delivery, coordination, and quality assurance of experiential learning in compliance with national standards, institutional goals, and professional expectations.
- This role involves close collaboration with hospitals, health centers, industries and community sites to provide pharmacy students with practical and patient-centered clinical experiences that enhance their professional competence. The Deputy Dean also works with academic, administrative and operational teams to continuously improve the structure and outcomes of clinical programs.

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibility for the Deputy Dean for Clinical Affairs:

- Lead the development, implementation, and evaluation of pharmacy clerkship and clinical rotation programs in collaboration with academic, technical and clinical partners.
- Ensure technical and clinical training aligns with national standards (MoH and MoEYS), the Pharmacy Council of Cambodia, and international best practices in pharmacy education.
- Develop and maintain partnerships with hospitals, health centers, industry and pharmacies for clerkship placements and collaborative learning.
- Supervise and support clinical preceptors, ensuring they receive orientation, guidance, and ongoing training in educational methodologies.
- Oversee scheduling, monitoring, and assessment of student clinical placements, including logbook reviews, site visits, and student feedback collection.
- Ensure student learning objectives and competencies are met during clinical rotations through structured assessments and performance evaluations.
- Integrate clinical learning with didactic content and enhance continuity across the pharmacy curriculum.
- Facilitate case-based learning, clinical simulations, and interprofessional education in coordination with faculty and clinical staff.

- Monitor student performance, professionalism, and adherence to ethical and legal standards in technical and clinical settings.
- Organize workshops, orientations, and continuous development programs to enhance clinical teaching quality and preceptor engagement.
- Prepare reports and updates on clinical training performance, challenges, and improvements for the Dean and Faculty leadership.
- Manage clinical training documentation, agreements, and compliance with institutional and partner site policies.
- Perform other tasks as assigned by the Dean of the Faculty of Pharmacy.

III. **Minimum Qualifications and Requirements:**

- **Experience:**
 - Minimum **5 years** of professional and teaching experience in clinical pharmacy or related fields.
 - Proven track record of managing clinical education or experiential training programs.
- **Education:**
 - Master or Doctorate in Pharmacy, Pharmaceutical Sciences, biomedical sciences or related fields.
- **Skills/Competencies:**
 - Strong knowledge of clinical pharmacy practices, clerkship/internship program management, and student assessment.
 - Effective leadership, interpersonal, and communication skills.
 - High level of organizational ability, including project and time management.
 - Strong English proficiency: Reading, Speaking, Writing, and Listening.
 - Proficiency in Microsoft Office and learning management systems (e.g., Moodle).
- **Personal Quality**
 - High ethical standards, professional integrity, and commitment to student success.
 - Collaborative, student-focused, and adaptable to clinical and academic environments.
 - Strong analytical thinking and proactive problem-solving capacity.