

JOB DESCRIPTION

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| Position Title: | Clinical Monitoring Officers |
| Faculty: | Medicine |
| Report to: | Deputy Dean for Clinical Training and Postgraduation Education/Clinical Rotation and Simulation Supervisor |
| Reportees: | NA |
| Employer: | Full time |
| Number Required | 6 positions |
| Location: | Phnom Penh, University of Puthisastra |

I. Duties and Responsibilities:

The clinical Monitoring Officer will be based in the hospitals where the UP medical students undertake their clinical rotations in Phnom Penh. He/she will play a vital role in ensuring the quality of clinical training by for closely monitoring students' training activities, including the attendance, coordination with departmental preceptors, providing support when needed, collecting logbooks and reporting to the Faculty.

Key duties include:

- Manage and monitor the attendance of the UP medical students assigned to the hospitals.
- Ensure that UP students are actively engaged in the clinical tasks and learning activities throughout their clinical rotation
- Work closely with departmental preceptors to ensure that students receive the adequate training, including participation in the ward round, bedside teaching and other clinical learning opportunities.
- Liaise with Clinical Affairs team in the Faculty to provide the regular updates, feedback and reports regarding students' progress and challenges during the clerkship/Internship.
- Participate in reviewing and evaluating the students' logbook at the end of each rotation and submit a written report to the faculty.
- Assist with pre-hospital training activities, OSCE, Faculty's events and support other clinical affairs' tasks at University of Puthisastra

II. Qualifications and Requirements:

1. Education:

- Bachelor's Degree in any field (Education, Business Administration, Nursing...)

2. Experience/Knowledge

- Experience in the academic administration, student supervision or program coordination is preferred
- Familiarity with hospital environment is an advantage but not required

3. Skills/Competencies:

- Strong in organizational and interpersonal communication skills
- Intermediate level in written and verbal communication skill in English
- Proficiency in computer skills
- Being punctual and strong sense of responsibility
- Ability to work collaboratively and professionally with faculty, staff, students and external stakeholders