



JOB DESCRIPTION

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

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/internship activities for the Bachelor's and Master's programs in the Faculty of Pharmacy.
- Oversee community work programs within the Faculty of Pharmacy.
- Provide clinical skills training to all students and staff in the Faculty of Pharmacy.
- Enhance the quality of clerkship/internship activities and their evaluations.
- Propose Memorandums of Understanding (MoUs) with clerkship sites.
- Maintain effective communication with clerkship sites.
- Develop budget plans and action plans for clerkship activities.
- Monitor and conduct spot checks on student attendance and clinical clerkship performance.
- Update each student's logbook and validate their performance.
- Evaluate clerkship activities from various clerkship sites.
- Address issues or complaints from students and clerkship sites.
- Conduct orientation for students and new employees regarding clerkship programs.
- Coordinate clinical training to preceptors at various institutions.
- Identify and address gaps in clerkship activities.
- Report on clinical clerkship activities to supervisors.

III. Minimum Qualifications and Requirements:

- **Experience:**
 - 1 year Experience in pharmacy education
- **Education:**
 - Bachelor degree in Pharmacy or Health Related Sciences
 - Ability to speak and write English
- **Skills/Competencies:**
 - Strong computer skills: Microsoft word, Excel.
- **Personal Quality**
 - Strong communication skills
 - Strong Leadership and coordinating skills
 - Good attitude and behaviour
 - Ability to work under pressure