



Position Title	:	Pharmacy Rotation Officer
Faculty	:	Pharmacy
Report to	:	Assistant Dean for Academic Affairs, Admin & Operation
Reportee (if any)	:	N/A
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 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. Minimum Qualifications and Requirements:

1. Experience:

- 1 year 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 behaviour
- Ability to work under pressure