



21/01/2025

JOB DESCRIPTION

Position Title	:	CPD Officer
Faculty	:	Pharmacy
Report to	:	Assistant Dean of Pharmacy
Reportee (if any)	:	NA
Location	:	University of Puthisastra, Phnom Penh

I. Position Summary:

Design, implement, and manage continuing professional development (CPD) programs in the Faculty of Pharmacy. This role ensures the delivery of high-quality training and learning opportunities to enhance skills, maintain professional standards, and foster lifelong learning among pharmacy professionals.

II. Duties and Responsibilities:

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

- Design and implement CPD programs aligned with policy, standards, regulatory requirements, and professional development goals.
- Develop learning materials, workshops, and training sessions that address contemporary practices and challenges.
- Prepare CPD documentation and seek CPD program approval from Pharmacist Council of Cambodia or related institutions.
- Evaluate the effectiveness of CPD programs and introduce improvements as necessary.
- Collaborate with faculty members, healthcare institutions, and industry partners to identify training needs.
- Liaise with subject matter experts to ensure content relevance and accuracy.
- Promote CPD programs to pharmacy professionals through various communication channels.
- Provide guidance and support to participants on program selection, registration, and certificate completion.
- Monitor and maintain participant attendance records, feedback, and CPD credits.
- Ensure all CPD activities comply with professional guidelines and requirements.
- Regularly review program content to reflect the latest advancements in pharmacy practice and technology.
- Maintain accurate documentation for auditing and reporting purposes.
- Maintain a database of CPD activities, participant records, and program evaluations.
- Coordinate events such as conferences, workshop, seminars, and webinars for CPD.
- Prepare annual report for CPD in the faculty of pharmacy.
- Performs other jobs assigned by the supervisor.

III. Minimum Qualifications and Requirements:

- **Experience:**
 - 1 years' experience in pharmacy education
- **Education:**
 - Bachelor Degree/Master's Degree in pharmaceutical sciences or biomedical sciences
 - Strong English proficiency: Reading, Speaking, Writing and Listening
- **Skills/Competencies:**
 - Strong computer skills: Microsoft word, Excel.
- **Personal Quality**
 - Strong communication skills
 - Good attitude and behaviour
 - Ability to work under pressure
 - Punctual.