



## JOB DESCRIPTION

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<b>Position Title</b>	:	<b>Deputy Dean for Clinical Affairs</b>
<b>Faculty</b>	:	<b>Medicine</b>
<b>Report to</b>	:	<b>Dean of Medicine</b>
<b>Reportees</b>	:	<b>Rotation Officers, Clinical rotation and Simulation supervisor</b>
<b>Employer</b>	:	<b>University of Puthisastra</b>
<b>Location</b>	:	<b>Phnom Penh, Cambodia</b>

### **I. Duties and responsibilities**

- Improve the quality of the clinical placement experience across Institutions, Hospitals and Clinics, ensuring a valid student experience.
- Monitor the education delivery and the educational experience of students on placement in Institutions/Hospitals/Clinics, resolve issues and advise the Dean of Medicine as required.
- Increase the number of clinical placements for Medicine, Nursing and Lab Technology students.
- Ensure, in conjunction with the University Learning and Teaching Department, that the MOU/contract with each facility is up-to-date.
- Determine, with the collaboration of the rotation officers, the numbers of student placements needed in each semester, and the type of experience needed.
- Coordinate and confirm placements with staff and placement coordinators in Institutions/Hospitals/Clinics.
- Identify facility requirements at each clinical placement location, such as orientation and training, and communicate these clinical entry requirements to supervisors/instructors and student groups in a timely manner.
- Keep a record of the facility requirements, updating them as required when the facilities change their expectations.
- Ensure that health records and all other placement requirements for each student are sent to the placement coordinators of each clinical placement facility on time.
- Prepare written reports at regular intervals to keep the Dean informed of each student’s progress in clerkships/internships.
- Organize, with the help of the Assistant Dean for Academic Affairs, OSCE exams for medical students.
- Organize and supervise the simulation sessions for medical students.
- Establish the simulation skills in alignment of the National and International Curriculum
- Contribute to curriculum development for postgraduate courses/residency programs.
- Develop, implement, and oversee the continuous improvement of the Student Logbook.
- Contribute personally to teaching as requested by the Dean.
- Participate in the overall governance of the Faculty, via membership on the Faculty’s Committees.
- Ensure that all relevant policies and procedures of the University are complied with.
- Ensure that functions and responsibilities are carried out as directed by the Dean in a timely and

appropriate manner.

- Represent the Dean at selected events when assigned by the Dean.
- Act as Dean if requested to do so, when the Dean is absent.
- Perform other duties and assume additional responsibilities as assigned by the Dean of the Faculty of Medicine.

## **II. Qualifications and Requirements:**

### **1. Education:**

- At least Diploma in General Doctor, recognized by Ministry of Health of Cambodia
- Registered in Medical Council of Cambodia (MCC)

### **2. Experience:**

- At least 5 years of clinical and/or administrative experience in a health-related field
- Good understanding of current educational needs of medical and nursing students

### **3. Skills/Competencies:**

- Ability to develop and maintain excellent working relationships with different Institutions
- Ability and enthusiasm to take initiative to solve or improve problems and issues proactively
- Excellent communication skills and ability to work in a team
- Excellent oral and written command of English
- Excellent oral and written command of Khmer