



JOB DESCRIPTION (JD)

DEPARTMENT	CLINICAL SIMULATION CENTER (CSC)
POSITION	CLINICAL SKILL COORDINATOR / NURSE EDUCATOR
REPORTING TO	DIRECTOR OF CLINICAL SIMULATION CENTER (CSC)

POSITION SUMMARY:

The Clinical Skill Coordinator / Nurse Educator is responsible for overseeing the day-to-day running of the assigned Clinical Simulation Center (SCS) and performs a variety of coordination and administrative duties to provide effective and efficient services and ensure a smooth running of the respective Clinical Simulation Center (CSC).

DUTIES AND RESPONSIBILITIES:

The employee will at all times, observe and carry out faithfully and conscientiously all duties and responsibilities that are assigned by the Director of CSC, and observe all discretion with regard to the information acquired during the service employment with the Company, and thereafter if the employee leaves its service.

Job Responsibilities:

Administrative

1. Manage the clinical skills administrative matters and inventory.
2. Replenish and purchase consumables, devices and equipment.
3. Maintain tools and equipment regularly including checking the conditions, cleaning and organizing for storage.
4. Undertake annual inventory check and maintain paper records and documentation.


Self-Directed Learning

1. Schedule teaching and practice sessions for the year for all academic departments.
2. Supervise students Self-Directed Learning including familiarizing with the clinical skills required in the Practical Skills Logbook, demonstrating, observing and providing feedback to lectures and students.
3. Prepare teaching and demonstration aids including the medical devices and paraphernalia and audio-visual/multi-media equipment.
4. Set-up skills stations as requested by the academic departments.
5. Prepare for exams (written and OSCE) when requested by the academic departments.

Discharge any other duties, responsibilities and assignment for the benefits of RUMC from time to time not specifically mentioned here as directed by the Management.

JOB REQUIREMENTS:

- Diploma or Degree in Nursing / Medical Assistant registered by Ministry of Health Malaysia / Diploma in Paramedic Science.
- Valid APC / valid nursing or medical assistant's medical license
- Possess Good working knowledge of English / Bahasa Malaysia.
- Able to coordinate and facilitate the teams and work groups as well as able to liaise with relevant authority and different level of staff.

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<ul style="list-style-type: none"> • At least 2 - 3 years related experiences in clinical and clinical practice function. • Experience as a clinical educator/instructor will be added advantage. • Candidates with Post Basic certificate in specialized area will be an added advantage. 	