

Position Description

Designation : Nurse, Clinical Skills Unit
Department : Clinical Skills Unit
Reports to : Head of Clinical Skills Unit
Effective Date : As soon as possible

Job Objective

1. Plan, organize and coordinate ALL teaching & learning activities scheduled in the Clinical Skills Unit (CSU).
2. Manage the purchasing procedures for equipment / models as and when required.
3. Manage the procurement, effective utilization and safe storage of all equipment / models in the Clinical Skills Unit.
4. Maintenance of all records / inventory of equipment / models in the Clinical Skills Unit.
5. Assist in the preparation of the yearly budget for the Clinical Skills Unit.

Accountabilities

- Ensure that the quality objectives are in place
- Monitor continuous quality improvement processes
- Performs other duties as assigned by the Management

Key Performance Indicators

- Ensure uninterrupted and efficient running of scheduled classes
- Ensure the availability of materials required for academic activities
- Participate in the delivery (teaching) of basic nursing procedures such as hand-washing as required in the medical curriculum

Education and Experience

- Possess Diploma / Degree in Nursing
- Required language(s): English and Bahasa Malaysia
- A team player with good organisational skills and a sense of urgency
- Good communication skills
- Able to work independently
- Good computer literacy (MS Office)
- At least 1 – 2 year(s) of working experience in related field

Knowledge

- Basic nursing skills and procedures
- Familiar with the University's mission and vision
- Good interaction with students

This is not intended to be an exhaustive list of all duties and responsibilities. The employee may be required to carry out other duties and responsibilities as may reasonably be required to do so.

Skills and Competencies

- Be organised, able to work under pressure;
- Have well-developed communication skills;
- Have awareness of different cultures and backgrounds;
- Able to write minutes of meetings, proposals and keep records of all activities;

Education and Experience

- Please forward by email a letter of application clearly outlining your interest in and suitability for the post, a copy of your curriculum vitae and the contact details, including email address of three referees.
- Kindly forward the above details to hrrecruitment@perdanauniversity.edu.my

Closing Date : 13th February 2019

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