

HONG KONG ACADEMY OF MEDICINE

Hong Kong Academy of Medicine is a statutory body established to train and accredit specialist doctors and dentists in Hong Kong. The Academy has set up the Hong Kong Jockey Club Innovative Learning Centre for Medicine (HKJC ILCM) at its headquarters to provide simulation-based education and training for patient safety to healthcare professionals. The HKJC ILCM of the HKAM now recruits the following staff.

Nurse Manager, HKJC ILCM

(Monthly Salary: MPS 15-21 // 25; \$31,750 - \$42,545 // \$51,095)

Major Responsibilities:

- To assist the Centre-in-charge in overseeing the Centre's management and operation
- To coordinate, schedule and organise the Centre's activities such as simulation-based training courses, visits, conferences etc., and to follow up on related clinical, clerical and logistics support
- To operate medical simulation equipment / technologies during training courses or other activities
- To organize supplies and equipment for Centre's use
- To offer professional support to course organizers such as advice on scenario settings for training courses
- To assist in skills training, debriefing, quality assurance, research studies and training development for the Centres' courses
- To deliver training to healthcare professionals / Centre staff / interns on clinical skills and other relevant knowledge
- To serve and support committee work of the Centre
- To administer the Continuing Nursing Education (CNE) applications of activities held at the Academy and maintain its accreditation status
- To perform other appropriate duties as assigned by the Academy

Requirements:

- Holder of Bachelor's degree in related clinical fields
- Qualified / licensed Registered Nurse
- Over 3 years' solid and extensive course or event coordination experience in healthcare sector
- Experience in handling CNE or Continuing Medical Education, quality assurance procedures will be an advantage
- Good IT / computer knowledge and skills
- Strong organizational, communication, and interpersonal skills with multi-tasking capability
- Willing to work on Saturdays / Sundays / public holidays / evenings

Starting salary will commensurate with qualification and experience of the successful candidate.

To apply for the post, please send a detailed resume, current / expected salary, and contact email / telephone number to the following address or by email to hr@hkam.org.hk. Review of applications will commence after **14 December 2020**:

Chief Executive Officer
Hong Kong Academy of Medicine
99 Wong Chuk Hang Road
Aberdeen, Hong Kong

(Please mark "Nurse Manager" on the envelope)

Information provided by applicants will only be used for recruitment related purposes and will be handled in confidence by authorized personnel. All personal data of unsuccessful candidates will be destroyed after six months from the date of application.