UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Pharmacy/Professional Experiential Programs

DIVISION: Academic Affairs (College of Pharmacy)

REPORTS TO: Chair, Department of Pharmacy Practice and Director of Experiential Learning

GRADE: 16

SUPERVISES: Registered pharmacist preceptors affiliated with the University of Rhode Island College of Pharmacy. Assists with supervision of support staff.

BASIC FUNCTION:

Responsible for establishing new and maintaining existing introductory (IPPE) and advanced (APPE) pharmacy practice clinical experiential sites of the College of Pharmacy, including required and elective offerings. Develop and provide new preceptor training, provide ongoing development programs for existing preceptors, supervise registered pharmacist preceptors affiliated with the College of Pharmacy with regards to provision of experiential teaching and approve new experiential sites. Schedule visits to active and new sites, and address issues between students and preceptors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

QUALITY ASSURANCE

Develop program objectives and management system for quality assurance of both preceptor and site that meet or exceed accreditation standards for pharmacy experiential education.

Maintain and expand all experiential sites in Rhode Island, New England and throughout the United States. Initiate and facilitate the maintenance of dated contracts and affiliation agreements with the various experiential sites.

Identify and develop new sites in response to the changing curriculum and geographic needs of the introductory and advanced pharmacy practice experiential programs to meet accreditation standards.
Develop and implement an assessment tool to be used during site visits to ensure curricular goals and objectives as well as accreditation standards are being met. Contribute to the planning, implementation and evaluation of an electronic student portfolio.

Create an annual summary report for the Director of Experiential Learning, facilitating adherence to the Accreditation Council for Pharmacy Education (ACPE) standards.

PRECEPTOR DEVELOPMENT

Responsible for the budgeting, development and implementation of a new preceptor training program and continuing professional development programs for existing preceptors in the IPPE and APPE programs as required by ACPE accreditation standards.

Ensure preceptor registration is completed and updated. Recommend adjunct faculty appointments as appropriate and supervise maintenance of these records.

Assist the Director of Experiential Learning with the planning and implementation of the Annual Preceptor Conference.

OTHER DUTIES AND RESPONSIBILITIES:

Act as a liaison between the College of Pharmacy and the Boards of Pharmacy for experiential programs and other health-related agencies.

Act as a liaison between the College of Pharmacy and pharmacy practitioners, and represent the College of Pharmacy at regional, district and other appropriate meetings.

Be involved in community and professional outreach programs related to pharmacy practice.

Assist with supervision of support staff in the experiential office.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software; cell phone.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.
QUALIFICATIONS:

Pharm D. or B.S. in pharmacy required with five years of professional pharmacy practice experience and experience in experiential education. An advanced degree is preferred. Must be able to be certified as a registered pharmacist in the State of Rhode Island. Should have knowledge of state laws relative to community and hospital practice. Must possess a willingness to work with healthcare professionals and faculty. This position requires that the incumbent possess excellent interpersonal skills, the ability to communicate effectively verbally and in writing, and to organize, coordinate and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules, and regulations, and to communicate the interpretation to others. Must be able to prepare and present detailed studies and reports and to make recommendations concerning the substance of the studies and reports, to prepare and deliver oral presentations before small, medium, and large groups of people. Must be willing to travel extensively, especially throughout New England. Must be knowledgeable of all changes in the profession, and be able to articulate the position of the College of Pharmacy to all facets of the profession.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.