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Developed by:....EPL, MS
Reviewed by:.....SG
Approved by:.....LK
Date:.....6/14

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Pharmacy/Continuing Professional Development Programming

DIVISION: Academic Affairs (Pharmacy Practice)

REPORTS TO: Dean of Pharmacy

GRADE: 13

SUPERVISES: Support Staff

BASIC FUNCTION:

Within the Office of the Dean of Pharmacy, be responsible for functions that involve the operations, finances and strategic development of the Office of Continuing Professional Development (CPD), meeting the expanding educational needs of the college's alumni, preceptors and other pharmacy practitioners on a local, regional and national level. Maintain the accreditation of the College of Pharmacy CPD Office; manage all operational aspects of program event planning and oversee online systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop, promote and manage continuing professional development activities nationally and internationally including, but not limited to, pre-program committee meetings, venue selections and negotiations, program development, program promotion and budget allowance. Identify program content and oversee the selection and scheduling of qualified speakers. Review content of speakers' presentations and materials for objectivity and to ensure they meet accreditation agency rigor and non-commercialism standards.

Oversee the development and maintenance of technological solutions which meet ACPE's CE reporting and accreditation requirements, assist participants gauge personal gaps in knowledge and match programming to meet those needs.

Develop new continuing education offerings including, but not limited to, certificate training programs for practitioners.

Develop, in coordination with the College of Pharmacy Office of Pharmacy Experiential Learning and the Department of Pharmacy Practice, learning activities offered for preceptors. Focus educational offerings on continuing professional development by providing opportunities for participants to assess gaps in knowledge and match programs to their needs. Deliver programming that helps participants fill gaps in knowledge.

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Collaborate with local pharmacy organizations (Rhode Island Pharmacists Association, Board of Pharmacy, etc.) to offer local and national programs.

Manage the CPD office staff and scheduling to assure the necessary resources to meet the needs of professional programs. Supervise, motivate and develop administrative support staff, student workers and interns.

Direct the CPD office activities, record keeping and operations to ensure compliance with the Accreditation Council for Pharmacy Education (ACPE) standards and continued accreditation status.

Ensure that all ACPE and National Association for the Boards of Pharmacy (NABP) guidelines and deadlines for electronic reporting of CE program participation are met.

Interact with the pharmaceutical industry, regulatory agencies and regional pharmacy organizations in order to better fund and conduct CPD programs. Attend national pharmacy meetings for alumni relations, program promotion and pharmaceutical networking. Oversee and facilitate pharmaceutical manufacturer representation, sponsorship and support at CPD programs.

Identify funding sources for programs and speaker support. Pursue and obtain external funding to support educational programs, submit grant applications and solicit program sponsorships and support.

Maintain existing co-sponsorship agreements for CPD programs and renew contracts as needed. Respond to requests for co-sponsorship of CPD programs.

Explore further contracting out of accreditation for continuing education programs.

Contribute to professional and college communications, marketing materials, newsletters and annual or special reports from the College of Pharmacy.

Assist the Dean and the Director of Development in the identification and cultivation of alumni and friend development prospects.

OTHER DUTIES AND RESPONSIBILITIES:

Act as liaison between the Dean and pharmacy and regulatory organizations for educational programs.

Continually develop and expand ongoing and new continuing professional development programs.

LICENSES, TOOLS AND EQUIPMENT:

Trained as an accreditation administrator by the Accreditation Council for Pharmacy Education.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in Adult Education, Business Administration or a related field; Minimum of three years accredited pharmacy continuing education experience; Demonstrated increasingly responsible event planning experience; Demonstrated supervisory experience; Demonstrated experience presenting to small and large groups; Demonstrated technology project management experience including, but not limited to, experience with the LUX Learning Management System (LMS) and the CPE Monitor Service; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work independently; Demonstrated ability to work with other professionals and faculty members to identify and develop interagency relationships and build program planning committees; Demonstrated experience negotiating contracts; Demonstrated familiarity with state laws relative to pharmacy continuing education requirements; Willingness to travel; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated alumni programming and marketing experience.

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