

Job Code:.....100632
Position#: (PSA) (E).....
Developed by:NO, KF, MB, BF
Reviewed by:.....LK
Approved by:.....LK
Date:01/01;09/07;03/15;04/18

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, meeting with students and preceptors, and addressing any issues. Provide virtual site visits and educational meetings with students utilizing technology when required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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.

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Utilize and update as needed assessment tools for use during site and student visits to ensure curricular goals and objectives as well as accreditation standards are being met.

Contribute to the implementation and evaluation of electronic student portfolios.

Create summary reports as required by the Director of Experiential Learning, facilitating adherence to the Accreditation Council for Pharmacy Education (ACPE) standards.

Responsible for the budgeting, development and implementation of new and existing IPPE and APPE preceptor training programs as required by ACPE accreditation standards.

Creation of office newsletters and other documents related to preceptor training and development.

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.

Serve on College of Pharmacy committees.

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:

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REQUIRED: Pharm D. or a Bachelor's degree in pharmacy with advanced degree; Minimum of three years of professional pharmacy practice experience during which direct preceptorship of Doctor of Pharmacy students has occurred within the last three years; Must be a registered pharmacist in the State of Rhode Island or able to obtain license by time of appointment; Demonstrated knowledge of state laws relative to community and hospital practice; Demonstrated willingness to work with healthcare professionals, faculty, and Doctor of Pharmacy students; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to prepare and present detailed studies and reports and make recommendations concerning the substance of the studies and reports; Willingness to travel on a regular basis, especially throughout New England and the Mid-Atlantic region; Demonstrated ability to articulate the position of the College of Pharmacy to all facets of the profession; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Pharm.D. degree; Demonstrated experience in both health-system and community practice; and, Demonstrated Preceptor for Pharm D. students within the last three years.

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