

Class Code:.....0715
Position#: (NUNC).....
Developed by:.....DL
Reviewed by:.....SG
Approved by:.....LK
Date:5/04

UNIVERSITY OF RHODE ISLAND
POSITION DESCRIPTION

TITLE: Director, Experiential Learning/Pharmacy Practice
DIVISION: Academic Affairs (Pharmacy Practice)
REPORTS TO: Chair, Department of Pharmacy Practice
GRADE: 18
SUPERVISES: Coordinators of Experiential Programs (early and advanced)

BASIC FUNCTION:

Responsible for experiential site development and maintenance, for management of the Pharmacy Practice (PHP) experiential curriculum, and for management of the College's advanced professional practice experiences (APPE) site selection program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Experiential site development and maintenance:

- Identify new sites appropriate for early (IPPE) and advanced professional practice experiences (APPE) both locally and regionally.
- Prepare and maintain all contracts and affiliation agreements for the College's early and advanced practice experiences.
- Perform semi-annual on-site visits to ensure goals and objectives are met on a continuing basis.
- Promote development of clinical and teaching skills of preceptors at APPE sites.

Management of the PHP experiential curriculum:

- Prepare and revise the course syllabus and educate sites with respect to course goals and objectives.
- Assist sites to develop site descriptions, goals and objectives, and appropriate student activities.
- Conduct on-going site evaluations to ensure curriculum goals and objectives are being met.

- Review each student's program of experiential study to ensure curricular requirements are being met, and develop remedial plans to rectify student learning deficiencies and problems during experiential rotations.
- Resolve student-preceptor conflicts.
- Ensure that all advanced practice grades are received and recorded appropriately.

Management of the College's APPE site selection program:

- Maintain PEMS site selection program and consult with outside PEMS support staff.
- Develop the student rotation schedule that meets curricular requirements, faculty workload and site requirements, and student preferences.
- Collaborate with track advisors and faculty in schedule development.
- Develop annual Preceptor's Conference and attend CE programs to promote experiential programs.
- Attend annual AACP program for networking opportunities.
- Participate in meetings of the New England Regional Deans (of Colleges of Pharmacy) and network with individuals from other programs.

OTHER DUTIES & RESPONSIBILITIES:

Perform additional duties as requested.

TOOLS & EQUIPMENT:

Personnel computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: R.I. pharmacist's license or eligibility for licensure in the state of Rhode Island; an advanced degree (e.g., Pharm.D., M.B.A., M.S.); at least **3** years of experience in pharmacy education, in addition to pharmacy practice experience; demonstrated strong organizational skills and proficiency in oral and written communication; ability to coordinate and supervise support staff.

Preferred: a background in experiential education coordination.

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

