

Job Description

Job Title:	Professional Practice Instructor
Department:	School of Pharmacy
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 12
Effective Date:	June 1, 2023

Primary Purpose

The Professional Practice Series consists of six courses and four associated laboratory components and involves four regular faculty members and multiple external pharmacists. The Professional Practice Series is a critical component of the PharmD curriculum which, as a regulated health professional program, is required to maintain strict standards for accreditation purposes.

The Professional Practice Instructor is responsible for developing, teaching and assessing the laboratory components of the Series and is a member of the Professional Practice Team. They also serve as Course Coordinator for at least one Professional Practice course, manage the operation of the Professional Practice Laboratory, and are responsible for the School's OSCE (Objective Structured Clinical Examination) program.

As instructor for all Professional Practice Laboratory (PPL) courses, the Professional Practice Instructor teaches content and skills related to pharmacy practice ensuring that pharmacy students receive state-of-the-art knowledge for their future clinical experiences as pharmacists. The Instructor works closely with faculty and staff members who teach related courses in the PharmD curriculum to ensure that materials and skill development are appropriately coordinated and updated to reflect ongoing changes in Pharmacists' scope of practice. The incumbent is responsible for keeping abreast of new developments and upgrading the lab in areas such as legal requirements, practice standards, health care, health-care professional roles and technology. The Professional Practice Instructor works closely with and is accountable to the Professional Practice Coordinator.

Key Accountabilities

1. Develop, Teach and Assess PPL Courses

- Teach, coordinate, and assess pharmacy learning activities in all PPL courses (i.e., PHARM 228, 229, 329, 330); this includes activities designed to simulate and assess all steps in the Pharmacist Patient Care Process (Collect, Assess, Plan, Implement, Follow-up, Communicate, Collaborate, Document) such as interviewing and counselling patients, calculations, dispensing, prescribing, sterile compounding, and communication with other healthcare providers; teaching is six to 12 hours per week in all three terms
- Prepare all teaching materials for PPL learning activities
- Develop, review, and update patient cases and laboratory exercises routinely to reflect full scope of practice and jurisprudence, keeping activities current with top 100 drugs and topics covered in other course series
- Contribute to the development of OSCE cases and serve as subject matter expert, as required

- Set up of all PPL activities, such as dispensing, compounding, drug information, patient assessment, sterile compounding and counselling stations with the physical lab
- Apply knowledge of legal and ethical standards to the development and grading of lab material
- Teach laboratory lectures in other courses (e.g., PHARM 151, Pharmacy Informatics), as requested
- Provide advice, counsel and support to students
- Support other instructors in the set up and maintenance of course components (including grades) in UW-LEARN
- Provide training and support to Pharmacy Teaching Assistants (TAs) including graduate students, External Pharmacists (i.e. community and hospital pharmacists) and Pharmacy Technicians, as needed
- Update Top 100 Drug Cards (used for teaching in Professional Practice courses) on a regular basis
- Provide additional support to students who are struggling with skills related to pharmacy practice
- Maintain active licensure as a Part A Pharmacist with the Ontario College of Pharmacists

2. Course Coordinator for at Least One Professional Practice Course Per Year

- Coordinate, develop, teach and assess at least one course per year, typically PHARM 228, Professional Practice 3
- Perform duties described in 1. above
- Manage communication with students in person and through LEARN
- Submit final grades
- Create and assess course OSCE\

3. Provide Support and Leadership for the Professional Practice Series

- Work closely with the Professional Practice Coordinator to plan and lead regular team meetings with the Professional Practice Team
- Maintain updated mapping of the Professional Practice Series to ensure the program meets standards from the Canadian Council for Accreditation of Pharmacy Programs, and that learning outcomes are aligned with the Association of Faculties of Pharmacy of Canada Educational Outcomes and the National Association of Pharmacy Regulatory Authority's entry-to-practice competencies
- Review and update all course activities for appropriate progression in complexity and patient diversity across the Professional Practice series
- Create templates for activities across courses in the Professional Practice series
- Review the literature and participate in professional development to ensure the most recent evidence is being used in the delivery of skills-based education
- Manage recruitment of External Pharmacist TAs

4. Operation, Maintenance and Function of the PPL

- Maintain inventories of prescription and non-prescription drugs
- Ensure that the lab meets all legal requirements (including legal drug storage and access) and follows appropriate, real-world conditions to emulate pharmacy practice
- Keep abreast of new developments in techniques and upgrading the lab in areas such as legal requirements, practice standards, health care, health-care professional roles and technology (e.g., pharmacy management software and other technologies that support

- pharmacy practice)
- Ensure that all medical and diagnostic devices and teaching equipment including computers, printers and other hardware are functioning and maintained
- Function as Supervisor vis-à-vis health and safety requirements and conducting monthly inspections
- Responsible for ordering laboratory supplies
- Oversee day-to-day operations of the lab, including booking of the lab for other activities and courses
- Perform maintenance on all dispensing software programs, such as program updates and regular testing for optimal operation
- Ensure laboratory references and other resources are up-to-date
- Provide service and support to other courses when required, including Pharmaceutical Laboratory Course and Informatics
- Other administrative/technical/demonstration duties, as assigned

5. Management of the School's OSCE Program

- Ensure communication with the Professional Practice Team
- Oversee recruitment of Standardized Patients
- Establish timelines for milestones in OSCE preparation
- Recruit and train Assessors and other exam staff for exam day roles
- Develop and assess cases
- Within Microsoft Excel, Access and Remark Office, manage logistics for all students, including student information and schedule, scanning score sheets, and grading
- Manage exam-day logistics including, but not limited to:
 - scheduling OSCE team meetings
 - creating and maintaining a database
 - booking space, securing props, managing set-up for all OSCEs, ordering food
 - using software to grade exams, organizing and compiling data from OSCE standard setting,
 - arranging payment of participants

6. Other

- Participate in School of Pharmacy committees, meetings and other activities, as assigned
- Demonstrate and model a high level of professional development through participation as a member, contributor and presenter at local, regional, provincial and national professional organizations and through publication of articles in appropriate professional journals
- First aid representative
- Other duties as assigned

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

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<ul style="list-style-type: none">• A Bachelor of Science in Pharmacy or Doctor of Pharmacy Degree from an accredited program of study• Licensure (or eligibility for licensure) with the Ontario College of Pharmacists• A graduate degree in Education an asset
Experience <ul style="list-style-type: none">• A minimum of five years' experience in Pharmacy practice• A minimum of five years' experience teaching/training post-secondary students and/or health care professionals• Course and lab design experience an asset• Kroll Pharmacy Management System, Remark Office an asset
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Clear understanding of and interest in current pharmacy practice• Clear understanding of pharmacist roles and vision for the future of pharmacy practice• Excellent interpersonal and communication skills, both oral and written• Exceptional time management and organizational skills• Demonstrated ability to take initiative and work independently and as a team member in a fast paced, challenging environment• Ability to proactively anticipate challenges and take initiative to rectify situations before they become problems• Evidence of creative problem solving• Demonstrated judgment, tact, and diplomacy skills• Microsoft suite of products, including advanced level Excel and Access• Ability to cultivate strong professional relationships

Nature and Scope

- **Contacts:** PharmD students, Pharmacy faculty and other teaching staff, Associate Director, Curriculum, Professional Practice Coordinator, Administrative Officer, Associate Director, Assessment, Director of Admissions and Undergraduate Affairs; Pharmacy Teaching Fellow; Pharmacist professional associations; Pharmacists; Graduate Students
- **Level of Responsibility:** Staff management, leadership, influencing, coaching, directing; specialized work with minimal supervision
- **Decision-Making Authority:** Independent decision making; operational authority to manage the PPL
- **Physical and Sensory Demands:** This role requires minor physical exertion associated with teaching in a course and laboratory setting and computer work; regular distractions
- **Working Environment:** The working environment is defined by the teaching activities that the instructor is involved in. The instructor may encounter difficult conversations with upset students having trouble. This role may involve some evening and weekend working hours. Workload may vary within a teaching term.