

Job Description

Job Title:	Professional Practice Instructor
Department:	School of Pharmacy
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 10
Effective Date:	March 2019

Primary Purpose

The position's primary responsibilities are to: contribute to the planning of the Professional Practice series; to develop, teach and assess the laboratory component of the series; serve as Course Coordinator for PHARM 228; manage the operation, maintenance and function of the Professional Practice Laboratory; and, manage the School's OSCE (Objective Structured Clinical Examination) program. The Professional Practice Laboratory (PPL) Instructor teaches content and skills related to dispensing in all Professional Practice Laboratory courses, ensuring that pharmacy students receive state-of-the-art knowledge of dispensing for their future clinical experiences as pharmacists. The incumbent works closely with faculty and staff members who are teaching related courses to ensure that material and skill development is appropriately coordinated. He/she 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 dispensing technology. The PP Instructor is accountable to the Professional Practice Coordinator.

Key Accountabilities

1. Develop, Teach and Assess Professional Practice Laboratory Courses

- Teach, coordinate, and assess dispensing and other community pharmacy learning activities within scope of practice in all Professional Practice Laboratory courses (i.e., PHARM 229, 329, 330). Includes interviewing patients, calculations, how to depict and enter a prescription, pharmaceutical abbreviations, prescription verification and adaptations; grade dispensing products, written work and oral communication; teaching is six to nine hours per week in all three terms
- Coordinate the sterile compounding lab activity and prepare all teaching materials
- Develop and update patient cases, prescription and non-prescription scenarios, device-related scenarios and drug information questions for lab assignments within scope of practice and in accordance with top 100 drugs
- Contribute to the development of OSCE cases and serve as subject matter expert, as required
- Create and review dispensing exercises routinely, keeping exercises current with the top 100 medications
- Set-up of all lab activities, such as dispensing, compounding, drug information, patient assessment, sterile compounding and counselling stations within the laboratory
- 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 including 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 dispensing and community pharmacy
- Maintain Pharmacy Technician skills by volunteering three to four hours per month as a Pharmacy Technician at a local Pharmacy

2. Course Coordinator for PHARM 228

- Coordinate, develop, teach and assess 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. Operation, Maintenance and Function of the Professional Practice Lab

- Maintain inventories of prescription and non-prescription drugs
- Ensure that the lab meets all legal requirements (include 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 dispensing technology
- Ensure that all medical and diagnostic devices and teaching equipment including computers, printers and other hardware are functioning and maintained
- Responsible for safety within the laboratory area
- 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
- Perform lab safety checks monthly
- Ensure laboratory references and other resources are up-to-date
- Provide service and support to other courses when required (including Pharmaceutical Laboratory Course, Informatics, and the PharmD Bridging program)
- Other administrative/technical/demonstration duties as assigned

4. 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 assessors and other exam staff
- Train exam staff and proctors for exam day roles
- Develop and assess cases

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- Within Microsoft 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, using software to grade exams, organizing and compiling data from OSCE standard setting, managing set-up for all OSCEs, arrangement of payment of participants, ordering food

5. 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
- Act as a departmental 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

- Pharmacy Technician Diploma with certification as a Regulated Pharmacy Technician through Ontario College of Pharmacists, required
- Degree or diploma in education an asset

Experience

- Experience (minimum 5 years) in dispensing practice and application of dispensing laws required
- Teaching experience (minimum 5 years) with students and/or health care professionals required
- Experience in sterile preparation and/or compounding required

Knowledge/Skills/Abilities

- Clear understanding of pharmacist roles and vision for future of pharmacy practice
- 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 the 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 Access
- Kroll Pharmacy Management System, Remark Office
- Excellent interpersonal skills, verbal and written communication skills
- Excellent time-management and organizational skills

Nature and Scope

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- **Contacts:** PharmD students, Pharmacy faculty and other teaching staff, Associate Director, Curriculum, Professional Practice Coordinator, Administrative Officer, Programmatic Assessment Officer and Manager, Pharmacy Technician professional associations
- **Level of Responsibility:** This position has specialized work with minimal supervision
- **Decision-Making Authority:** Independent decision making in terms of planning and delivering labs
- **Physical and Sensory Demands:** Minimal exposure to disagreeable physical conditions; standard office/lab working hours
- **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.