

Job Description

Job Title:	Anatomy, Physiology & Histology Course/Lab Instructor
Department:	School of Pharmacy
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 10
Effective Date:	October 2018

Primary Purpose

The Anatomy, Physiology & Histology Course/Lab Instructor reports to the Associate Director, Curriculum and to the Administrative Officer. The position's primary responsibility is to contribute to the planning and delivery of the anatomy, physiology & histology lectures and to design, implement and maintain the School's anatomy, physiology & histology labs (PHARM 110 and 111). This position requires an individual who has extensive teaching experience at the undergraduate and professional school levels in the areas of anatomy, physiology, histology and education. The Instructor ensures that pharmacy students are receiving the knowledge of human anatomy, physiology & histology necessary to provide a critical foundation for their future clinical experiences as pharmacists. The Instructor also ensures that pharmacy students acquire the basic learning theories and practices that pharmacists use as educators of specific audiences, such as patients, colleagues, and other healthcare providers. In addition, the incumbent takes a lead role in Teaching Assistant development and assisting with development of external community based programming. The incumbent works closely with faculty and staff members who are teaching related courses to ensure that material and skill development is appropriately coordinated. The Instructor is responsible for the training and oversight of the graduate students who act as Teaching Assistants for PHARM 110 and 111 and participates in research, publishing and presenting findings in the areas of physiology, anatomy & histology in teaching. The Course/Lab Instructor will also participate in School of Pharmacy committees and other activities as assigned.

Key Accountabilities

A Systems Approach to the Study of the Human Body (PHARM 110 & 111)

- Instructor and Lab Manager for Pharmacy's anatomy, physiology & histology didactic and lab-based courses, PHARM 110 and 111
- Design, take for approval to the appropriate curriculum committees, implement and maintain state-of-the-art anatomy, physiology & histology courses and labs and supervise the physical laboratory space (both the Flex Lab and the anatomy lab) and equipment
- Supervise laboratory sessions
- Organize labs and contribute to course content, including recruitment and supervision of external speakers
- Develop all anatomy, physiology & histology laboratory instructional material as relevant to pharmacy students using a systems based approach, including the following systems: musculoskeletal, integumentary, nervous, respiratory, circulatory, sensory, digestive, urinary, endocrine, metabolic and reproductive
- Responsible for the creation, administration, and evaluation of laboratory assignments and practical examinations
- Responsible for compilation of the practical component of student grades including exams, quizzes, assignments and reports.

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- Train, supervise and evaluate graduate students and educators to act as Teaching Assistants in PHARM 110 & 111
- Negotiate donated and purchased lab equipment and supplies from biological supply houses, drug companies, health care product suppliers, and pharmacies
- Ensure lab compliance with appropriate regulations (WHMIS)
- Deliver lectures in PHARM 110 and 111
- Use appropriate, creative teaching techniques, student assessment tools and technology to enhance learning and improve efficiency in Pharmacy's anatomy, physiology & histology lecture and lab courses
- Collaborate with faculty and staff to ensure coordination and synergy with other courses such as the IPFC modules, professional practice courses, communication courses, physical assessment labs, etc. This may include delivering lectures and developing online content related to anatomy, physiology & histology for IPFC courses.
- Contribute to the creation and management of course web sites (Desire2Learn)
- Provide office hours for students for counseling and advising
- Apply and enforce academic regulations
- Determine and manage the lab budget and maximize the use of resources
- Collaborate with the other instructors of the shared Flex laboratory space and the Manager, Scientific and Technical Resources to ensure effective utilization of equipment and space

Teaching Assistant (TA) Workshops

- Design, organize and execute Pharmacy's Teaching Assistant programming including the TA workshops
- Deliver lectures for TA workshops
- Organize TA workshop content, including recruitment of external speakers
- Use and teach appropriate, creative teaching techniques, student assessment tools and technology to enhance learning and improve efficiency in Pharmacy's Teaching Assistant programming

Other

- Participate in School of Pharmacy committees, meetings and other activities as assigned
- Assist the Professional Practice Lab coordinator with administration of the fourth-year OSCEs (Objective Structured Clinical Examinations)
- Assist Programmatic Assessment Officer in designing and mapping pharmacy curricular outcomes across courses and provide support for long-range plans for pharmacy education
- Identify and implement opportunities for inter-professional learning
- Identify opportunities for and contribute to educational research within the School of Pharmacy
- 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

- Master's degree in Science with specialization in anatomy and/or physiology required

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- Bachelor of Science degree with specialization in anatomy and/or physiology combined with relevant undergraduate/professional teaching experience may be considered

Experience

- Teaching experience in anatomy and physiology at the undergraduate and professional school levels required in both a class and lab environment
- Teaching experience in adult education and/or pharmacy an asset

Knowledge/Skills/Abilities

- Clear understanding of current health care needs, pharmacist roles and vision for future of pharmacy practice
- Evidence of creative problem-solving
- Excellent interpersonal skills, verbal and written communication skills, 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 the initiative to rectify situations before they become problems
- Demonstrated judgment, tact, and diplomacy skills

Nature and Scope

- **Contacts:** Associate Director, Clinical Education, School of Pharmacy Associate Director, Curriculum Hallman Director, School of Pharmacy Administrative Officer, School of Pharmacy Programmatic Assessment Officer Faculty, staff and students, School of Pharmacy McMaster University, Education Program in Anatomy and Waterloo Regional Campus Head, School of Anatomy Faculty of Science and other Science Departments Safety Office, Office of Research Ethics Centre for Teaching Excellence Faculty of Applied Health Sciences School of Optometry Other schools of pharmacy in Canada and United States Higher education, physiology and anatomy 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 course/lab.
- **Physical and Sensory Demands:** This role requires minor physical exertion associated with teaching in a course and laboratory setting and computer work.
- **Working Environment:** The working environment will be 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.