

Job Description

Job Title:	Administrative Coordinator, Patient Care Rotations
Department:	School of Pharmacy
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	August 2019

Primary Purpose

The Administrative Coordinator will provide support to the Experiential Coordinator Patient Care Rotations and the Experiential Coordinator Bridging Program to ensure that students, practice sites, regional clinical coordinators and preceptors needs are met. This will include implementing experiential processes through email, phone, experiential software and participation in meetings.

Key Accountabilities

Student, Site, Regional Coordinator Support

- Acts as primary contact for students on patient care rotations, clinical site pharmacists and health care professionals, and triage issue to appropriate experiential team member
- Receipt and storage of student documents related to rotations, including recording data within experiential software
- Provides general support to students including information regarding policies, timelines, requirements and assessment tools
- Provides general support to sites, regional coordinators and preceptors including information regarding experiential processes and reminders re due dates, application requirements etc.
- Provides general administrative support to Experiential Coordinators and RCCs
- Coordinates receipt and signing of site agreements, WSIB and insurance forms including recording within experiential software
- Enters VIF forms into appropriate student illness tracking system
- Ensures enrolment of students in PHARM 430, 440 and 450 by preparing spreadsheet of individual students and course registration needs
- Collects list of preceptors and RCCs and coordinate list with other Administrative Coordinator to send to library for e-library access
- Provides support for clinical site recruitment activities
- Coordinates regional and individual site visits with respect to travel and tracking to ensure all sites are visited every 2-3 years per accreditation
- Monitors "helprxp" e-mail inbox
- Prepares and updates regional coordinator and preceptor information packages and invitations
- Develops and maintains orientation material specific to rotations and bridging program
- Tracks and communicates pre-placement requirements for all practice sites
- Coordinates the N95 mask fit testing and DPV profile registration with external vendors annually (scheduling, room bookings, student notification etc)
- Tracks student pre-rotation requirements such as immunizations, CPR etc.

IT Support and Data Management

Job Description

- Acts as primary contact for students or sites if they have logistical issues with RxPreceptor or LEARN
- Develops and maintains expertise with respect to RxPreceptor and LEARN for data entry and retrieval
- Maintains database of RCCs/preceptors
- Provides and makes updates to patient care rotations and PREP website
- Develops reports of grades and student progress for experiential coordinator review
- Manages tracking of bridging students timely completion of program components, particularly relating to PHARM497 and clinical rotations

Event Planning, Communications, Marketing, and Finance

- Plans and executes experiential events such as regional showcase, RCC training, student workshops
- Coordinates exhibit booths for experiential at conferences (e.g. CSHP PPC, OPA, etc.)
- Assists with coordination of live components of bridging program – PHARM 497 assessment panels etc
- Provides support in developing, maintaining or tracking activities in these areas
- Coordinates Experiential team meetings (agenda, booking, minutes)
- Cross trains and covers for other experiential Administrative Coordinator position

**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

- University degree or equivalent post-secondary education and/or experience required, or several years senior administrative experience, preferably in an academic department.

Experience

- Experience in curriculum planning and implementation in a professional program environment highly preferred
- Significant experience interacting with external partners and other University departments

Knowledge/Skills/Abilities

- Strong interpersonal and relationship-building skills
- Extensive computer skills in all components of Microsoft Office and SharePoint

Nature and Scope

- **Contacts:** Students, pharmacists, practice site managers, head office managers, faculty and staff.
- **Level of Responsibility:** Demonstrated ability to take initiative, work independently and as a team member in a fast paced, challenging environment.
- **Decision-Making Authority:** Continually makes decisions about the most effective methods of conducting all activities for which s/he is responsible; determines the optimal course of action to solve problems and to exert a positive influence on other stakeholders; makes independent decisions about and is accountable for supplies and inventory .
- **Physical and Sensory Demands:** Minimal physical demands typical of working in an office environment; periods of extensive sitting and concentrated use of visual senses; potential for multiple interruptions and distractions because office location.
- **Working Environment:** Office based.