

Job Description

Job Title:	Interprofessional Education Program Manager
Department:	School of Pharmacy
Reports To:	Administrative Officer
Jobs Reporting:	Interprofessional Education Operations Coordinator
Salary Grade:	USG 12
Effective Date:	February 1, 2018

Primary Purpose

The Interprofessional Education Program Manager is responsible for the School of Pharmacy's Interprofessional Education (IPE) program. The incumbent is charged with developing and executing an IPE strategy that ensures interprofessional competencies are taught, practiced and assessed effectively in the PharmD program. The IPE Program Manager is required to establish and nurture strong partnerships with external stakeholders (senior representatives from other academic institutions and senior members of academic health networks) to create interdisciplinary learning and practice opportunities for PharmD students. In particular, the IPE Program Manager will identify suitable partners and foster joint ventures with medicine, nursing and other health care professions. Building intra-professional relationships with Pharmacy Technician programs is also expected. Because University of Waterloo offers a limited number of health professional training programs, external stakeholder management is a key requirement of the position. Formal alignment with academic health networks is necessary to ensure students can take advantage of the experiential opportunities those networks provide, and to ensure that accreditation standards established by the Canadian Council for the Accreditation of Pharmacy Programs (CCAPP) are being met. The Kitchener-Waterloo area does not currently host an academic health network so the IPE Program Manager will need to identify, pursue and solidify suitable partnerships outside the region.

The Interprofessional Education Program Manager is accountable to the Associate Director, Curriculum in the School of Pharmacy. This position is regular part-time (21 hours per week or .06 FTE).

Key Accountabilities

IPE Strategy Development & Execution

- Develop and execute the IPE strategy
- Monitor the IPE strategy and program to ensure it continues to meet the needs of our accreditation body (CCAP), our program and our students
- Develop a roster of events that provides students with a diverse range of IPE opportunities
- Develop processes to continually obtain feedback to improve the IPE program
- Represent the School at conferences and events to showcase IPE achievements

Partner Management

- Develop partnerships with academic institutions and academic health networks
- Attend relevant conferences and events to extend networks and create an ongoing pool of high-quality IP events
- Work with the Experiential Coordinator, Co-op to establish an incentive program for co-op employers to organize and/or support student participation in IPE events
- Represent the School on internal/external interprofessional committees

Financial Management

- Coordinate internal resources to minimize redundancy and maximize opportunities
- Manage IPE budget

Human Resources

- Responsible for the operational resources needed to effectively deliver the IPE strategy
- Supervise the Interprofessional Education Operations Coordinator
- In partnership with McMaster Medical School, manage the Standardized Patient (SP) Trainer to ensure the School's needs for standardized patients are met. This will include directing them to:
 - develop standardized training modules for SPs;
 - establish processes for training SPs about specific drug-related issues in cases; and
 - identify opportunities for cases that potentially include both Medical and Pharmacy students

Instruction

- Facilitate communication workshops with students in partner institutions
- Collaborate with partners in other academic and health institutions to develop communication and interprofessional modules
- Collaborate with other faculty members and instructors to ensure courses with interprofessional content are consistent with the comprehensive interprofessional strategy
- Coordinate PHARM 290: IPE Seminar course

Required Qualifications

Education

- Bachelor of Science in Pharmacy or Doctor of Pharmacy degree from an accredited program of study is preferred; candidates with undergraduate or graduate degrees in other health professions will be considered

Experience

- Extensive experience developing and maintaining senior-level relationships
- Extensive experience working with interprofessional health-care teams
- Exceptional communication skills
- Experience building and working within collaborative environments
- Exceptional time management and organization skills
- Demonstrated judgment, tact and diplomacy
- Demonstrated ability to work well independently and in teams in a fast-paced environment that demands superior problem-solving capabilities
- Ability to proactively anticipate challenges and show initiative in resolving issues
- Experience in personnel management
- Demonstrated ability to influence with or without authority

Knowledge/Skills/Abilities

- Must have ability to learn new software programs as required for pharmacy and IPE settings

Nature and Scope

- **Contacts:** Associate Director, Curriculum and Assessment Hallman Director, School of Pharmacy Administrative Officer, School of Pharmacy Associate Director, Practice-Based Education & Professional Outreach Faculty, staff and students, School of Pharmacy Centre for Teaching

Excellence Senior representatives from other academic institutions and academic health networks including but not limited to : McMaster University, Michael G. DeGroote School of Medicine Conestoga College Fanshawe College, Pharmacy Technician program University of Western Ontario Southwestern Ontario Academic Health network (SWAHN) Wilfrid Laurier School of Social Work Senior representative from academic programs within the University of Waterloo including but not limited to : School of Optometry School of Social Work, Renison University College School of Public Health and Health Systems Senior administration within Faculty of Science Faculty and staff within University of Waterloo with responsibility for curricular development Faculty and staff within University of Waterloo

- **Level of Responsibility:** Demonstrated ability to take initiative, work independently and as a team member in a fast paced, challenging environment; staff management, influence, leadership
- **Decision-Making Authority:** Will be making independent decisions
- **Physical and Sensory Demands:** Ability to work under pressure; ability to work with senior-level stakeholders and students in a high-stress environment; attention to detail; regular attendance at meetings
- **Working Environment:** Office based with some weekend and evening work required; travel to partner institutions