Director of Experiential Education, College of Pharmacy

JOB SUMMARY
The Mission of the College of Pharmacy (COP) is to “educate individuals to become ethical, competent, and compassionate pharmacists who can deliver quality patient care and services in diverse environments and systems of health care, with a commitment to innovative research and scholarship.”

The University invites nominations or applicants for the Director of Experiential Education position in the COP. The faculty rank and compensation will be commensurate with experience. The Director reports to the Assistant Dean for Clinical Affairs. In collaboration with the Assistant Dean of Clinical Affairs, the Director is responsible for the planning, implementation, and assessment of all experiential education activities at the COP. The Director works in a collaborative manner with the Assistant Dean for Clinical Affairs, the Chair of the Department of Pharmacy Practice and experiential coordinators / staff of the College to execute the COP vision for an exceptional and innovative experiential education curriculum, both Introductory Pharmacy Practice Experiences and Advanced Pharmacy Practice Experiences. The Director will be responsible for preceptor and site recruitment, training, development, assessment, and recognition.

Marshall B. Ketchum University is now home to the Southern California College of Optometry and the College of Health Sciences. The University confers a four-year, professional degree, Doctor of Optometry (O.D.) and a Master of Science in Vision Science (M.S.) degree. MBKU’s School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (M.M.S.) degree. MBKU has added the College of Pharmacy and anticipates welcoming its first class in the fall of 2016.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Identify, develop, and maintain sufficient experiential sites for IPPE and APPE rotations for the students of the COP.
- Develop and maintain effective processes for student, preceptor, and site evaluations, including building and use of systems for timely, accurate grade determination and reporting, and reporting/coordination with the University Office of Institutional Effectiveness. Included with the evaluations processes are
mechanisms to assure documentation of student professional profiles and the completion of terminal professional competencies/established learning outcomes for the experiential year of the curriculum.

- Maintain harmonious relationships with students, preceptors, and experiential education constituents.
- Visit with preceptors and perform site evaluations.
- Develop and maintain a standardized, fair system for student assignment to IPPE and APPE sites.
- Maintain complete and accurate program, site, and student-related records/documentation to support College accreditation and all regulatory requirements.
- Work with the Assistant Dean for Clinical Affairs in the development and maintenance of COP continuing education provider status and delivery of continuing education / preceptor development activities.
- Supervise designated Experiential Coordinators to assure effective ongoing administration of regional IPPE/APPEs, and regional functions and processes. This includes budget management, preceptor/site development and support, student IPPE/APPE coordination, compliance with University and College rules and guidelines, identifying and implementing improvements in learning and maintaining the quality of experiential rotations.
- Design, implement, and maintain an effective system for recognizing sites and preceptors for the educational support rendered to the COP and its students.
- Other duties, including teaching and student supervision, may be determined and assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent interpersonal and written communication skills.
- Experience in developing, implementing and assessing experiential clinical sites.
- Broad knowledge of issues and current affairs in pharmacy education, particularly related to experiential education and pharmacy practice.
• Working knowledge of pharmacy school curricula and familiarity with the ACPE accreditation process, as they relate to clinical programs and pharmacy practice.
• Ability to network effectively to form alliances with internal and external constituencies on matters related to clinical education.

EDUCATION AND/OR EXPERIENCE: The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

• Professional degree in Pharmacy and licensure eligible in California.
• Experience and knowledge of college/school of pharmacy clinical education programs and pharmacy practice-related matters.
• Experience in supervising staff personnel.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform other job-related duties required by their supervisor.

ABOUT THE ORGANIZATION
We are Marshall B. Ketchum University, an independent, private, non-profit, accredited educational institution. Located in Fullerton, California (known as the education city) Marshall B. Ketchum University is a comprehensive health care university, built upon a legacy of over 110 years of academic excellence and clinical education.

Created as the Southern California College of Optometry, and expanded to offer a range of interprofessional programs and health care initiatives, including a School of Physician Assistant Studies, the University is now moving forward with plans for a College of Pharmacy. This is an exciting time for health care, for medical innovation and education, and for our community. We believe the future is bright, and look forward to advancing it together.

The founder of the Southern California College of Optometry, Marshall B. Ketchum, was a medical doctor, pharmacist, and passionate advocate for medical education. The mission of Marshall B. Ketchum University is to
educate caring, inspired health care professionals who are prepared to deliver collaborative, patient-centric health care in an interprofessional environment.

**BENEFITS**

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus.

**HOW TO APPLY**

If interested please submit a cover letter and your resume (including your salary history) to humanresources@ketchum.edu.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.