



Marshall B.
KETCHUM UNIVERSITY

Experiential Education IPPE Coordinator

JOB SUMMARY

The Office of Experiential Education IPPE Coordinator reports to the Assistant Dean for Clinical Affairs; College of Pharmacy. The IPPE Coordinator for the College of Pharmacy (COP) is responsible for providing administrative, accreditation, and general office support to the Assistant Dean for Clinical Affairs, faculty and to adjunct faculty.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with assigning student IPPE clinical placements through site solicitation, placement selection and communication with students and preceptors.
- Provides general operational and administrative support for all aspects of the experiential program.
- Communicates and problem solves regularly with clinical sites regarding scheduled clinical IPPE placements/changes, requested student and preceptor evaluations, and other general questions.
- Updates affiliation agreements with sites as required and annual updates COP Program liability coverage.
- Updates and maintains E-Value® database with IPPE sites, preceptors, students and related materials.
- Communicates and forwards necessary material to developing new sites including appropriate clinical affiliation agreement templates, rotation requirements, rotation goals and objectives, clinical manual and verification of current liability insurance, provider license(s) and board certifications.
- Manages the COPClinicalEd email account for all incoming Clinical Team correspondence in a timely fashion. Triage messages and answers or forwards to appropriate team member for action.
- Communicates and assists international and out of state site contacts with logistics of student placements including tuition, travel arrangements and all required documentation.
- Maintains clinical student files and databases.
- Maintains clinical year files to include credentialing information, affiliation agreements, general correspondence, and student evaluations.
- Directs students in the completion of their student portfolios, immunizations, backgrounds checks and drug screening.
- Managing student health records, to ensure all immunizations and paperwork is complete prior to student site rotations.
- Responsible for communication with the Registrar's Office and verification of clinical year student course registration, and documenting changes to students' rotation course assignments.
- Assists Assistant Dean for Clinical Affairs with training of students in the use of E-Value® database.
- Assists in the coordination of, and attends Experiential Education Committee and Preceptor Advisory Council meetings. Distributes agendas and minutes taken, processes and files committee minutes.
- Maintains the IPPE year curriculum binder, manuals and documents for accreditation.
- Uses Microsoft Office, E-Value®, Certiphi, My Recordtracker and Jenzabar applications for correspondence, forms, reports, minutes, committee lists and other related documents.
- Attends COP Staff meetings.
- Serves as an information resource for students, applicants, faculty, and staff and to the public on issues related to the program.
- Participates in the admissions, orientation and graduation processes for the COP School.

- Support COP Faculty and staff in examination proctoring, student polls. Evaluation and course work training.
- Administer IPPE rotation assignments and preference selection through the E-Value ® application.
- Reconciles the Office of Experiential Education expenses.
- Other duties as assigned by manager

QUALIFICATION REQUIREMENTS

The requirements 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.

Required:

- Microsoft Office – advanced skills
- Communicates with students, faculty, staff and the public appropriate to the age of the individual served.
- Builds on basic learning and carries it from one situation to another.
- Demonstrates critical thinking skills in problem solving and decision- making.
- Asks questions and seeks assistance.
- Takes responsibility to eliminate the source of problems.
- Demonstrates confidentiality regarding information pertaining to all students, faculty, staff and public.
- Maintains proper appearance and personal conduct for the employee's particular job.
- Uses effective communication skills taking into consideration body language, filters, listening, paraphrasing, and questions with customers of diverse ethnic and cultural backgrounds.
- Demonstrates ability to work in a team environment.
- Exhibits excellent typing skills and knowledge of current office practices and business machine operations.
- Possess excellent written and oral communication skills.
- Prioritizes tasks, organizes time and works with frequent interruption.

Desired:

- Makes independent decisions about administrative duties related to the clinical phase of the program.
- Demonstrates autonomy in maintenance of preceptor and accreditation databases.
- Makes appropriate decisions and communicates in physical absence of the Assistant Dean for Clinical Affairs.
- Interacts with students, faculty, staff, and medical community in a timely and diplomatic manner.
- Prioritizes and responds appropriately to time sensitive issues.

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:

- High school degree. Bachelor's degree or equivalent preferred;
- Minimum of 3 years' experience in an automated office environment using computer based systems.

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and will award a Doctor of Pharmacy (PharmD) degree. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

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. See our website under *Employment* for more details regarding benefits of working for MBKU (www.ketchum.edu).

HOW TO APPLY

Interested candidates, please send a cover letter along with your resume to humanresources@ketchum.edu . Position is open until filled.

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