



Marshall B. KETCHUM UNIVERSITY

Pharmacy- Director of Experiential

JOB SUMMARY

The Director reports to the Associate Dean of Clinical Affairs and Community Outreach. In collaboration with the Associate Dean of Clinical Affairs and Community Outreach, 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 Associate Dean of Clinical Affairs and Community Outreach, 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with assigning student 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 including but not limited to introductory and advanced practice experiences.
- Communicates and problem solves regularly with clinical sites regarding scheduled clinical placements/changes, requested student and preceptor evaluations, and other general questions.
- 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.
- Attends local and state pharmacy professional meetings, such as OCPHA and OCSHP and other professional conferences for preceptor recruitment.
- Primary responsibilities includes new and ongoing hospital relationships.
- Collects quality assurance and improvement data of the IPPE/APPE Experiential Program.
- Provides mentorship to preceptors and pharmacists at practice sites.
- Assists in evaluating the performance of existing preceptors and practice sites as well as assessing potential preceptors and practice sites for participation in the experiential education program.
- Conducts site visits and evaluate preceptor and student experiences to ensure quality
- Recruitment and development of IPPE/APPE experiential sites.
- Recruit and train preceptors.
- Develop and implement initiatives to recognize excellence in precepting students.
- Communicates and assists international and out of state site contacts with logistics of student placements including all required documentation.
- Assists Associate Dean of Clinical Affairs and Community Outreach with training of students and preceptors in with IPPE and APPE rotation requirements. Uses Microsoft Office, E-Value ® and MyRecordTracker applications for correspondence, forms,

- reports, minutes, committee lists and other related documents.
- Serves as an information resource for students, applicants, faculty, staff and to the public on issues related to the program.

QUALIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill and/or ability of a potential candidate.

- Language Skills: Excellent written and verbal communication skills. Ability to read, analyze and interpret University policies and legal documents. Ability to appropriately respond to common inquiries from students, faculty, staff, and administration dealing with issues of experiential education.
- Microsoft Office – advanced skills.
- Reasoning Abilities: Ability to define problems, collect data, establish facts and draw valid conclusions to solve problems and plan initiatives. Demonstrated ability to interpret an extensive variety of technical instructions and deal with various abstract and concrete variables.

EDUCATION AND/OR EXPERIENCE

The preferred levels of education and experience that an individual needs in order to successfully perform the essential duties of the position:

- Bachelor's degree (B.A. or B.S.) from an accredited four-year college or university preferred. Consideration will be given to a non-degreed individual if other experiences are shown to commensurate.
- Minimum of 4 years' experience in hospital environment, as a pharmacy technician or higher preferred.
- Pharmacist preferred.

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 awarded a Doctor of Pharmacy (PharmD) degree in the Spring of 2020. 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. Application submission closes December 1, 2020.

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