

**Texas Tech University Health Sciences Center  
Job Description**

**Job Title: Vice Chair, Residency Programs**

**Job Code:**

**FLSA Status: Exempt**

**Division: Department of Pharmacy Practice, School of Pharmacy**

**Reports To: Chair, Clinical Practice & Management**

**Prepared By: Roland A. Patry, Dr.P.H.**

**Prepared Date: June 4, 2004; revised June 30, 2005; revised August 5, 2005; revised April 6, 2011**

**Approved By: Arthur A. Nelson, Dean**

**Approved Date:**

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**Summary:** The Vice Chair, Residency Programs (known herein as the “VCRP” unless otherwise stated) provides vision and strategic direction for the multi-campus residency programs of the School of Pharmacy and its affiliated institutions. The VCRP is responsible for leading the Office of Residency Programs, which functions within the overall structure of the Department of Pharmacy Practice. This person is responsible for program development, implementation, coordination, oversight, and evaluation of post-graduate residency experiences. The VCRP is responsible for overseeing all Residency Program Directors; developing overall residency plans including staffing and budget, and serving as the primary School liaison for residency issues. This person recommends employment offers to the Chair and Dean.

The VCRP fulfills general faculty responsibilities (teaching, practice, scholarship and service) commensurate with his/her respective faculty appointment. Like all faculty administrators within the Department, the VCRP is appointed by the Dean upon recommendation of the Department Chairs. VCRP vacancies may be filled from within the current faculty ranks or by established national search and screen procedures.

**Essential Duties and Responsibilities:** includes the following, with other duties that may be assigned by the Chair, Clinical Practice and Management.

1. Provides leadership, strategic direction, and vision for the Residency Program and the Office of Residency Programs.
2. Provides leadership and guidance (in concert with Residency Program Directors), to ensure that programs obtain and maintain accreditation.
3. Develops and reviews all budgets and policy governing the residency programs funded by the School of Pharmacy (SOP).
4. Provides guidance and collaborates with residency programs affiliated with the SOP.
5. In conjunction with Regional administration, develops and maintains affiliated residency program relationships.
6. Coordinates resident orientation and training programs essential for resident involvement in SOP activities, including teaching and research.
7. Oversees staff support activities for the Office of Residency Programs.
8. Develops and coordinates residency recruitment and promotion.
9. Chairs the Residency Advisory Committee.
10. Directs mentors or provides oversight to designated Residency Program Directors in the development and enhancement of SOP Residency Programs.
11. Provides recommendations for hiring of new residents for the Department of Pharmacy Practice.
12. In concert with designated Residency Program Directors, provides mentorship, guidance and direction to SOP Residents.
13. Provides mentorship and guidance to SOP students on residency training opportunities, related career planning and recruitment activities.

14. Coordinates various resident teaching and practice-related activities with division heads, regional deans, faculty and affiliated program directors.

**Supervisory Responsibilities:** Provides supervision, mentoring, and oversight to designated Residency Program Directors, preceptors, and residents. Responsibilities include general supervision, evaluating performance, assurance of resident education on relevant SOP policies and procedures, addressing complaints, and resolving problems referred by program directors, preceptors, residents, and division heads. The VCRP also provides general supervision and mentoring of a staff support person assigned to the Office of Residency Programs.

**Education and/or Experience:** Have an earned professional pharmacy degree and a terminal doctoral degree if the professional degree is not a Pharm.D, completed 1-2 years of pharmacy residency training, and three years experience in the direction of an accredited residency program. Have documented accomplishments in teaching, practice and research at a level to be appointed as an assistant professor or higher in the Department of Pharmacy Practice.

**Language Skills:** Excellent written and verbal communication skills. Ability to read and interpret scientific literature and financial reports; develop and implement programs, and create contracts or other legal documents for review by appropriate health sciences center (HSC) staff. Ability to effectively present information, in oral and written form, to local, state and national stakeholders of the HSC and SOP.

**Reasoning Abilities:** Ability to define problems, collect data, establish facts and draw conclusions to solve problems and plan strategic initiatives. Ability to create and enhance developmental programs as well as negotiate financial arrangements with partners.

**Other Qualifications:** Demonstrated ethical conduct, professionalism, interpersonal skills, leadership and management abilities sufficient to effectively direct and develop Residency Program Directors, preceptors, residents, and support staff. Knowledge and ability to create vision, strategic direction, and implementation plans that enhance delivery of residency programs. High degree of knowledge of accreditation standards, residency training literature, current trends in residency training, and unique educational needs of residents. Possesses professional recognition within national, state, and local pharmacy organizations.

**Work Environment:** Job functions performed within a standard office environment. Exposure to normal hazards of an outpatient patient care area or busy pharmacy operation is likely.