

Texas Tech University Health Sciences Center

Job Description

Job Title: Vice-Chair, Experiential 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., FASHP

**Prepared Date: Sept. 25, 2004; revised June 8, 2005; revised August 5, 2005,
revised July 27th, 2010**

Approved By: Arthur A. Nelson, Dean

Approved Date:

Summary:

The Vice-Chair, Experiential Programs (known herein as the "VCEP" unless otherwise stated) provides vision and strategic direction for the experiential programs of the School of Pharmacy (SOP). This person is responsible for leading the Office of Experiential Programs, which functions within the overall structure of the Department of Pharmacy Practice. The incumbent provides overall leadership for pedagogic evaluation, outcomes assessment and preceptor development for all experiential-related experiences and works in concert with the Chairs, Division Heads, Regional Deans and faculty to ensure equivalence of individual rotation experiences across all campuses. The VCEP represents the Department and the SOP both internally to the University and externally to the various stakeholders involved with experiential education. The VCEP provides general supervision to the Director and office staff of the Office of Experiential Programs and monitors performance of both fiscal and programmatic objectives. The VCEP fulfills general faculty responsibilities (teaching, practice, scholarship and service) commensurate with his/her respective faculty appointment with a distribution of effort commensurate with a leadership position in the Department of Pharmacy Practice. Like all faculty administrators with the Department, the VCEP is appointed by the Dean upon recommendation of the Department Chair. VCEP 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.

1. Provides leadership, strategic direction and oversees daily operations of the Office of Experiential Programs.
2. Provides the leadership (in concert with Division Heads and team leaders) for the development and evaluation of experiential courses.
3. Provides leadership (in concert with Division Heads and team leaders) for the evaluation and development of novel teaching methodologies for experiential-related experiences.
4. Provides leadership and strategic direction for preceptor development and education and work collaboratively with the Director, Continuing Education to ensure the availability of live and web-based preceptor development programs.

5. Provides general guidance on pedagogical issues of experiential education to faculty committees such as Curricular Affairs and Outcomes Assessment.
6. Provides leadership and works in concert with Division Heads and teaching teams involved in the on-going quality evaluation of individual experiential rotations.
7. Reviews and approves all budgets and policy governing the Experiential Programs.
8. Implements (in concert with Division Heads and team leaders) outcomes-driven assessment of experiential courses across all campuses.
9. Represents the Department and the SOP to external stakeholders including, as appropriate, preceptors, state pharmacy organizations, the Texas State Board of Pharmacy, Texas Pharmacy Congress, and the JCIP.
10. Provides leadership and direction on ways to improve preceptor training.
11. Exhibits leadership and provides general guidance in meetings with Division Heads (and, where needed, Regional Deans) that review, analyze, and problem solve issues related to student placement or program management of the Experiential Program.

Supervisory Responsibilities:

Provides general supervision and mentoring for the Director, Assistant Director, and campus coordinators assigned to Office of Experiential 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.; 1-3 years experience as a faculty member or 3-5 years as a clerkship preceptor; must be a certified preceptor with the Texas State Board of Pharmacy; general experience or classroom training in supervision of professional staff.

Language Skills:

Excellent written and verbal communication skills. Ability to effectively present information, in oral and/or written form, to faculty committees, preceptors, state, national or local stakeholders of the health sciences center or SOP.

Reasoning Abilities:

Ability to define problems, collect data, establish facts and draw conclusions to solve problems and plan strategic initiatives. Ability to evaluate and/or critique the professional experiential programs.

Other Qualifications:

Demonstrated ethical conduct, professionalism, interpersonal skills, leadership, and management abilities sufficient to effectively direct and develop the professional staff in the Office of Experiential Programs. Knowledge of and ability to develop a vision and strategic direction for the Experiential Programs. High degree of knowledge of current professional trends in pharmacy as it relates to experiential education and evaluation. Possess entry level professional recognition within national, state and/or local pharmacy organizations.

Work Environment:

Job functions performed within a standard office environment with some inter-and intrastate travel required.

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