

Position description

Intern Program Pharmacist

Position number	
Department/Unit	Postgraduate Studies and Professional Development Unit (PSPDU)
Faculty/Division	Faculty of Pharmacy and Pharmaceutical Sciences
Classification (salary rates)	HEW level 7
Employment type	Part-time (0.6)
Work location	Parkville campus
Date document created or updated	April 2016

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu

The Faculty of Pharmacy and Pharmaceutical Sciences is dynamic, innovative and ambitious, engaging in world-class research and being a leading education provider for over 130 years. We have two key research initiatives: the Monash Institute of Pharmaceutical Sciences and the Centre for Medicine Use and Safety, in which we engage some of the best equipped and most experienced pharmaceutical scientists in Australia. From a teaching perspective, our education curriculum - comprised of undergraduate, postgraduate and higher degrees by research programs - is purpose designed for the study of pharmacy and pharmaceutical medicine and taught by discipline experts. Our premises are located in 'the Parkville Strip', Australia's premier health & biomedical precinct, and offer world-class teaching facilities and research laboratories to our students and staff. To learn more about the Faculty, please visit our website: www.monash.edu/pharm/

The Postgraduate Studies and Professional Development Unit (PSPDU) is responsible for the delivery of postgraduate coursework programs at the Faculty and sits within the Centre for Medicine Use and Safety (CMUS). Coursework degrees on offer include: Graduate Certificate and Master of Pharmacy Practice; Master of Clinical Pharmacy; Graduate Certificate, Graduate Diploma and Master of Wound Care. There is also an Intern Training Program. The activities of the unit are overseen by the Unit Director, with assistance from Course Directors/Managers

The National Alliance for Pharmacy Education (NAPE) is a consortium of four leading universities: The University of Queensland, The University of Sydney, University of South Australia, and Monash University. NAPE has been formed to provide leadership in both undergraduate and postgraduate pharmacy education. The alliance views high quality, research-informed education as essential to supporting the advancement and future positioning of the profession in healthcare. NAPE anticipates a future landscape for pharmacists which includes such areas as demonstration of competencies, credentialing, prescribing, and new advanced models of practice. NAPE believes that ready access to cutting edge university postgraduate award courses, including intern training programs, is crucial for pharmacists if they are to contribute effectively to health care delivery in Australia

For more information visit www.nape.edu.au

Position purpose

The Intern Program Pharmacist contributes to the goals of the Faculty of Pharmacy and Pharmaceutical Sciences by working with National Alliance for Pharmacy Education (NAPE) partners to assist in the review and development of teaching material for the Intern Training Program and in the maintenance of a consistent Intern Training Program. This includes provision of support to the Faculty Dean (NAPE Chair), Director Postgraduate Studies and Professional Development Unit (NAPE Coordinator) and Intern Program Manager, in meetings and other activities.

The Australian Pharmacy Council (APC) has accredited four leading universities to deliver the NAPE Pharmacy Intern Training Program (ITP). The NAPE ITP offers cutting edge education from universities at the forefront of pharmacy education and research in Australia. The Intern Program Pharmacist will be expected to work with broad guidance from the Intern Program Manager (Monash University, Faculty of Pharmacy and Pharmaceutical Sciences) and liaise closely with external NAPE Intern Program Managers (or equivalent)

Reporting Line: The position reports to the Intern Program Manager.

Supervisory responsibilities: Not applicable.

Financial delegation and/or budget responsibilities: Not applicable.

Key responsibilities

The following KRAs are implemented in conjunction with the NAPE ITP Manager, or their equivalent, at each university:

Review and Development of Teaching Material

- Evidence based development and review of course materials and documentation, including teaching material, manuals for interns, moderators and preceptors and coordinate circulation of documentation to NAPE Intern Program Managers;
- Maintain effective version control of course materials and documentation.

Delivery of the Intern Training Program

- Support and ensure consistency in documentation across participating NAPE universities and promote consistency in delivery of seminar days;
- Assist in the management of documentation contained in the shared repository for NAPE and ITP materials;
- Upon direction from the Intern Program Managers develop, implement and coordinate program evaluations for ITP, providing analysis of findings to NAPE members as required.
- Develop and implement administrative systems and procedures to support and improve the consistent delivery of the Intern Training Program,
- Assist the ITP Managers in ensuring the NAPE ITP meets all requirements as dictated by the Australian Pharmacy Council (APC) and ensuring program accreditation is maintained.

Relationship Management

- Maintain communication lines with all Intern Program Managers, to ensure the consistent development, review and delivery of the Intern Training Program;
- Attend and provide secretarial support at NAPE ITP Managers' meetings when requested and act as a key conduit between Intern Program Managers in regards to the consistent development and delivery of NAPE materials;
- Work closely with all Intern Program Managers to maximise synergies between the NAPE University partners.
- Attend seminar days when requested by NAPE ITP managers

Key selection criteria

Essential Criteria

1. Registration as a Pharmacist in Australia with recent practice experience as a pharmacist in a hospital, community or similar setting and current working practice as a pharmacist or extensive practice experience

2. Highly developed clinical skills;
3. Highly developed interpersonal, verbal and written communication skills with the ability to relate effectively and liaise with a wide range of stakeholders internal and external to the University;
4. Demonstrated ability to produce high quality written and verbal clinical communications based on available health, medicines and therapeutic information
5. Demonstrated skills in managing time, setting priorities, planning and organizing own work and that of others in order to meet deadlines;
6. Ability to work with considerable independence;
7. High level problem solving skills with the ability to deliver creative solutions;
8. Demonstrated understanding of contemporary issues affecting the practice of pharmacy.
9. Proficiency in the use of standard application software such as the Microsoft Office suite

Desirable Criteria

10. Experience in, or an understanding of, the higher education sector.
11. Experience in research and/or evaluation of programs and/or services
12. Experience in administering or undertaking Flexible Delivery Teaching/Training Programs
13. Experience in delivering intern training and
- 14 Working towards a relevant postgraduate qualification

Other job-related information

- Additional professional and career development opportunities will potentially be available to the successful applicant if desired. These may include teaching or learning opportunities, or other activities which relate to the individual's professional development plan. Any such activities will be arranged through negotiation with PSPDU personnel.
- Occasional Travel (e.g. to Metropolitan campuses and NAPE partner sites) will be required.
- Attendance at out of hours information sessions will be required
- During Peak periods, overtime and out of hours work may be required
- The taking of annual leave may be restricted during periods of peak workloads and program deadlines

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including:

- Equal Employment Opportunity, supporting equity and fairness;
- Occupational Health and Safety, supporting a safe workplace;
- Conflict of Interest (including Conflict of Interest in Research);
- Paid Outside Work; Privacy;
- Research Conduct; and Staff/Student Relationships.

Organisational Chart

