



INTERN PROGRAMS MANAGER - SENIOR LECTURER (PRACTICE)

DEPARTMENT/UNIT	Experiential Development and Graduate Education
FACULTY/DIVISION	Faculty of Pharmacy and Pharmaceutical Sciences
CLASSIFICATION	Level C
DESIGNATED CAMPUS OR LOCATION	Parkville campus

ORGANISATIONAL CONTEXT

Everyone needs a platform to launch a satisfying career. At Monash, we give you the space and support to take your career in all kinds of exciting new directions. You'll have access to quality research, infrastructure and learning facilities, opportunities to collaborate internationally, as well as the grants you'll need to publish your work. We're a university full of energetic and enthusiastic minds, driven to challenge what's expected, expand what we know, and learn from other inspiring, empowering thinkers. Discover more at 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. Our key research initiative is the Monash Institute of Pharmaceutical Sciences, in which we engage some of the best equipped and most experienced pharmaceutical scientists and medicine experts in Australia. Notably for the past 3 years Monash has been ranked in the top 3 institutions in the world for Pharmacy and Pharmacology. 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 sciences and taught by discipline experts. Our premises are located in 'the Parkville Strip', Australia's premiere health and 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 **Experiential Development and Graduate Education (EDGE)** unit is responsible for the delivery of experiential development and postgraduate coursework programs in the Faculty. It sits within the Pharmacy Education unit. Coursework degrees on offer include: Graduate Certificate in Pharmacy Practice (Internship), and Master of Clinical Pharmacy. The EDGE unit also manages the experiential learning components of the Bachelor of Pharmacy (Honours)/Master of Pharmacy vertical double degree. This includes development and coordination of the Student Experiential Placements (StEPs) and Inquiry (research) throughout the undergraduate degree, and the

Intern Training Program (ITP) and Intern Foundation Program (IFP) which together, comprise the fifth and final year of the integrated Master's degree. The activities of the unit are overseen by the EDGE Director, with assistance from Course Directors/Managers.

POSITION PURPOSE

The Intern Programs Manager is expected to provide leadership to the Faculty Intern offerings across both the Intern Training Program (ITP) and Intern Foundation Program (IFP). The incumbent will utilise their extensive practice experience to successfully lead and deliver these key teaching initiatives for the Faculty, ensuring that cutting edge contemporary pharmacy practical skills are provided to students to enhance learning experiences and career opportunities. The Intern Programs Manager will be responsible for overseeing the ITP and IFP teams in the development, delivery and organisation of all teaching material in the ITP and IFP, as well as embedding a collaborative team culture across the whole intern staff group. The incumbent will work closely with the Director, Experiential Development and Graduate Education to support staff development and management.

The Intern Programs Manager will be required to draw on their extensive pharmacy practice experience to provide high level insight into the contemporary training needs of pharmacy interns. The incumbent will display initiative and an innovative approach in relation to continuous improvement of intern competency development, recommending and implementing change in line with best practice approaches within the profession, and planning work priorities. A key requirement is a commitment to the team based environment of the EDGE unit and the development of excellent working relationships with practicing pharmacists across hospitals and community practice, and regulatory agencies such as the Pharmacy Board of Australia and the Australian Pharmacy Council. The Intern programs are delivered via a combination of face to face and on-line mediums. The incumbent should have a good working knowledge of online teaching platforms (e.g. Moodle) and be able to highlight opportunities to maximize the benefits attainable from using the online environment.

The Intern Programs Manager will also be expected to be engaged in further developing the Faculty's national and international profile through strategically important partnerships, projects and platforms, such as PharmAlliance, the International Pharmaceutical Federation (FIP), the Prato Pharmacy Education Symposium and the National Alliance for Pharmacy Education (NAPE). The incumbent will work closely with the Director, Experiential Development and Graduate Education to support staff development and management. In addition to a team of support staff, the incumbent will be the primary faculty contact for intern preceptors and credentialed clinical educators.

As a senior member of EDGE, the Intern Programs Manager is expected to deputise for the EDGE Director and provide general support for faculty and university initiatives.

Reporting Line: The position reports to the Director, Experiential Development and Graduate Education, Faculty of Pharmacy and Pharmaceutical Science

Supervisory Responsibilities: This position will supervise a team of practice academics and professional staff responsible for delivery of ITP and IFP; Casual and Sessional Teaching staff

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

The Intern Programs Manager - Senior Lecturer (Practice) will be responsible for the following key tasks and activities under the direction of the Director, Experiential Development and Graduate Education:

1. Leading and managing the operations and performance of the Intern Training Program and Intern Foundation Program to deliver best practice student learning and industry outcomes

2. Leading the adoption of innovation and contemporary best practice approaches from the profession to enhance students' practical learning experiences and career opportunities, within faculty and Australian Pharmacy Council (APC) regulatory requirements for accreditation
3. Providing strategic guidance to the Faculty in the further development, innovation and implementation of intern programs to ensure alignment with industry best practice and future trends
4. Establishing and managing external relationships with experiential education partners (including community pharmacies and hospitals) to ensure successful delivery and ongoing viability of ITP and IFP, as well as liaison with key stakeholder groups and advisory committees in the Faculty for key input into intern programs
5. Overseeing the development and circulation of teaching materials for intern programs including manuals for interns, moderators and preceptors respectively
6. Demonstrating leadership and a national profile in intern training through provision of advice at a national level, including working with university partners in NAPE to assist in the development of a nationally consistent Intern Training Program
7. Developing and managing relationships between the Faculty and industry to drive new initiatives and the success of the EDGE unit
8. Liaising with stakeholders including the organisation and chairing of the Course Advisory and Stakeholder meetings, and recruiting/retaining suitable membership on this group
9. Managing continual evaluation of ITP and IFP quality via student and stakeholder feedback; linking to the Faculty's education research agenda; updating curriculum design as required to remedy identified problems, and playing a lead role in further development of the ITP and IFP and implementation of new initiatives
10. Contributing to the overall delivery of teaching in EDGE, as well as the BPharm(Hons)/MPharm degree
11. Deputising for the Director, EDGE on relevant initiatives and activities
12. Attending departmental, school and/or faculty meetings and playing a role in planning or committee work
13. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A PhD qualification and/or recognised significant experience in pharmacy or related discipline area. A Level C practice academic may have a doctoral qualification but is more likely to have equivalent professional experience; and
 - a pharmacist registration with existing high level relationships in the hospital and/or community pharmacy sectors
 - a Professional Practice Portfolio mapped to the Advancing Practice competencies at Consolidation level or above, or evidence of working towards this outcome

Knowledge and Skills

2. Evidence of substantial high quality teaching or clinical supervisory experience in the relevant discipline area (i.e. through teaching or clinical supervision evaluations, innovation in presentation and through curriculum development)
3. Evidence of outstanding contributions to the profession and/or industry based teaching, research and scholarship
4. Demonstrated ability to innovate with new programs and/or curriculum that will provide students with advanced pharmacy techniques and practices
5. Demonstrated ability to mentor students and teaching staff

6. Demonstrated leadership and initiative in project management and other administrative work and portfolios
7. High-level interpersonal skills and proven ability to lead a diverse team, establish a good working relationship with colleagues and students, and develop and maintain strong links with the pharmacy profession and the community
8. Ability to plan, organise and achieve work targets, sometimes in demanding circumstances and work harmoniously and constructively with academic colleagues and other University staff

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- After hours and weekend work may be required from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.