Job Opportunity #1

Req # 43098BR
Analyst I – Coordinator, Experiential Education & Special Projects

School of Pharmacy, Dean’s Office
Location: UCSF Parnassus Campus

The Experiential Education & Special Projects Coordinator position plays a critical role by analyzing and supporting innovative teaching and learning activities throughout the experiential curriculum. This position reports to the Director and, as part of the OEIS, works collaboratively with over 50 faculty and 400 students to evaluate and support teaching and learning. The individual participates in a variety of educational initiatives and activities related to the experiential PharmD curriculum, serving as a liaison to campus offices including the Office of Student and Curricular Affairs, Learning Technologies, Kanbar, and Schools of Medicine, Dentistry and Nursing.

The experiential programs are an essential part of the PharmD Program and include Introductory Pharmacy Practice Experiences (IPPEs), Advanced Pharmacy Practice Experiences (APPEs) and OSCEs (Objective Structured Clinical Examinations). Under the guidance of the OEIS Director and the Director of Experiential Education, the individual will independently coordinate IPPE programs, in which students gain patient care experience in a variety of practice settings. The individual will also support the various experiential educational initiatives along with activities related to the didactic PharmD curriculum. The individual is responsible for collecting and presenting data from experiential programs, and will have full authority to make independent decisions in shaping these communications. He/she will research educational systems and active learning strategies and present recommendations to OEIS team and the faculty directors of experiential education. The individual is responsible for creating and managing online and print resources for experiential activities, working with faculty director to ensure that resources are available to students and for implementing guidelines and policies determined by the University and the School's Educational Policy Committee.

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Job Opportunity #2

Req # 43163BR
Analyst III – Program Manager, Residency & Continuing Education

Department of Clinical Pharmacy
Location: UCSF Parnassus Campus

The Residency & Continuing Education Program Manager operates in a matrix environment, reporting directly to the Office of Education and Instructional Support (OEIS) Director, and indirectly to the faculty and Medical Center Residency Program Directors and the faculty lead for the Continuing Education Program. The individual will also work closely with the Associate Dean of Diversity within the scope of this position. The Residency Program supports 12 post graduate year 1 (PGY1) and 8 to 12 post graduate year 2 (PGY2) residents. Under general guidance of the Residency Program Directors, the individual is fully responsible for providing a wide range of program management for the post graduate year one and year two pharmacy residency training programs including recruitment, admissions and selection, orientation / on-boarding, off-boarding, data management, systems management and assessment functions. The individual provides leadership and coordination of the Pharmacy PGY1 and PGY2 programs, including the UCSF Residency Program’s Diversity and Outreach initiatives.

As the primary administrator for the Continuing Pharmacy Education (CPE) program, the Residency & Continuing Education Program Manager is a key member of the CPE Program Committee, which oversees high quality continuing educational activities for UCSF faculty, and practicing pharmacists. Working with the faculty lead, the individual is expected to oversee and independently implement all policies and processes under the CPE program, make recommendations for programmatic and systematic changes, and independently manage all activities related to this program, including an ongoing quality improvement plans. The individual likewise manages a range of learning activities along with accreditation report and subsequent program responses.

This position will independently support accreditation and educational assessment, including quality assurance and continuous quality improvement, and accreditation-related activities for both the post-graduate pharmacy training (e.g., PGY1, PGY2 programs), and Continuing Professional Education (CPE) program. The individual will work collaboratively with the Associate Dean of Assessment, the Director of Experiential Education and the programs directors to provide a wide range of data
and education analysis in the critical area of accreditation and assessment.

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