



Senior Lecturer (Practice) - StEPs Manager

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| Department/Unit | Experiential Development and Graduate Education |
| Faculty/Division | Faculty of Pharmacy and Pharmaceutical Sciences |
| Classification | Level C |
| Work location | Parkville campus |
| Date document created or updated | June 2017 |

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. 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 science 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 **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), Master of Clinical Pharmacy, and Master of Wound Care. The EDGE unit also manages the experiential learning components of the newly launched Bachelor of Pharmacy (Honours)/Master of Pharmacy vertical double degree. This includes development and coordination of the Student Experiential Placements (StEPs) 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 Masters degree. The activities of the unit are overseen by the EDGE Director, with assistance from Course Directors/Managers.

Position purpose

The Senior Lecturer - StEPs Manager will lead and manage the development and delivery of undergraduate experiential learning, as part of the new Bachelor of Pharmacy(Hons)/Master of Pharmacy vertical integrated degree. This new experiential learning program will be focused on developing students' practical skills through Student Experiential Placements (StEPs), to enhance graduate outcomes and career opportunities.

This position will be required to have extensive pharmacy industry experience, training junior pharmacists in either a community or hospital setting. The incumbent will be required to draw on their professional knowledge and extensive industry networks to develop and implement the overarching experiential program, as well as the design and delivery of each of the StEPs.

The new StEPs program runs across all four years of the new undergraduate program and will significantly increase the percentage of time students spend in experiential learning. Starting with single day placements in first year, the program will develop to include extensive experiential placements embedded within practice based research opportunities. The incumbent will be responsible for developing and maintaining relationships with Monash credentialed education partners, and building the resources required to support the program across the four year program.

The incumbent will display initiative and an innovative approach in relation to continuous improvement of student skill training, 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 EDGE and the development of strong relationships with all stakeholders contributing to experiential development in Monash pharmacy education.

The incumbent will work closely with the Director, Experiential Development and Graduate Education to support staff development and management. In addition to a small team of support staff, the incumbent will be the primary faculty contact for a growing team of Clinical Educators leading experiential education in their hospitals.

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

Supervisory responsibilities: This position will supervise a small team of academic and professional staff responsible for professional experiential placements; Casual and Sessional Teaching staff.

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

The StEPs Manager will play a major role in their profession, and is expected to make significant contributions to the teaching effort of EDGE, and Pharmacy education within the faculty.

Specific duties required of the StEPs Manager may include:

1. Leading the development of a new experiential program for the faculty's BPharm(Hons)/MPharm degree, across all four years, including the use of the faculty's student centred portfolio (MyPharm) to support learning
2. Leading and managing the operations and performance of the Student Experiential Placements (StEPs) to deliver best practice student learning and industry outcomes, under broad direction from the Director, EDGE;
3. Providing strategic guidance to the faculty in the development, innovation and implementation of the StEPs 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 StEPs, as well as liaison with key stakeholder groups and advisory committees in the faculty for key input into the development of the StEPs;
5. Developing teaching and learning materials for StEPs, including credentialing (assessment) pathways for Entrustable Professional Activities (EPAs), and manuals for students, placement supervisors and experiential education partners respectively;
6. Playing a lead role in promoting StEPs as a defining feature of the BPharm(Hons)/MPharm degree;

7. Managing students practical skills progress, and any ad hoc issues in the StEPs;
8. Managing resources to ensure successful delivery of the StEPs through sessional staff management and administration, ensuring appropriate staffing allocation within the defined budget in conjunction with Director, EDGE and Faculty Business Manager as required;
9. Managing continual evaluation of the quality of the StEPs through 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 StEPs and implementation of new initiatives;
10. Contributing to the overall delivery of teaching in EDGE, as well as the BPharm(Hons)/MPharm degree;
11. Attending departmental, school and/or faculty meetings and playing a major role in planning or committee work.

Key selection criteria

Education/Qualifications

PhD qualification and/or recognised significant experience in Pharmacy or related discipline area. In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or contributions to technical achievement. A Level C practice academic may have a doctoral qualification but is more likely to have equivalent professional experience.

The incumbent must be a registered pharmacist with existing high level relationships in the hospital and/or community pharmacy sectors.

Knowledge and Skills

1. 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);
2. Evidence of outstanding contributions to the profession and/or industry based teaching, research and scholarship;
3. Demonstrated ability to innovate with new programs and/or curriculum that will provide students with advanced pharmacy techniques and practices;
4. Demonstrated ability to mentor students and teaching staff;
5. Demonstrated leadership and initiative in project management and other administrative work and portfolios;
6. High-level interpersonal skills and proven ability to establish a good working relationship with colleagues and students and to develop and maintain strong links with relevant profession and the community;
7. 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 may be required between SRH sites and Clayton campus
- A current Victorian driver licence is required
- After hours and weekend work may be required from time to time

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.