

Candidate Information

Position: Lecturer (Education) Postgraduate Pharmacy Practice
School/Department: School of Pharmacy
Reference: 23/110711
Closing Date: Monday 20 March 2023
Salary: £38,592 - £53,353 per annum.
Anticipated Interview Date: Tuesday 25 April 2023

JOB PURPOSE:

To direct and deliver education for the School's portfolio of taught postgraduate programmes for pharmacists, and to contribute to administration, outreach and citizenship.

To maintain a portfolio of appropriate scholarly activity.

MAJOR DUTIES:

Teaching:

1. Develop and implement the School's portfolio of taught postgraduate programmes for pharmacists, providing educational and professional expertise to ensure the portfolio meets the needs of the pharmacy profession in the UK and beyond. This includes anticipating and leading change in learning needs for pharmacists, including those due to legislative and practice changes, and strategic developments and priorities within the Health Service.
2. Develop and deliver a range of appropriate clinical teaching materials and activities in the portfolio of taught postgraduate programmes for pharmacists, including interactive webinars and tutorials, including on the virtual learning environment Canvas, in line with School's Teaching, Learning and Digital strategies. In addition to clinical therapeutics, this may encompass areas that are relevant to practice such as person-centred care, clinical decision-making, reflection, critical appraisal skills, and the application of evidence and professional judgement.
3. Ensure that assessments employed in the portfolio of taught postgraduate programmes for pharmacists align with university guidance and approaches currently used in other postgraduate healthcare programmes.
4. Using appropriate assessment instruments and criteria (and standard setting approaches), assess the work and progress of students and provide them with constructive and timely feedback. Ensure that marking of students' work is accurate, fair and appropriate and undergoes scrutiny and internal moderation.
5. Ensure that MSc research projects and service evaluations meet the necessary ethical and governance requirements. Co-ordinate MSc student research projects (including service evaluation), including distribution of these to staff to supervise.
6. Assist in the development of interprofessional (multidisciplinary) learning opportunities, where relevant.
7. Map and develop the portfolio of taught postgraduate programmes for pharmacists against Royal Pharmaceutical Society framework(s) or other relevant standards.
8. Contribute to the revision of course modules in line with professional and/or university guidance, including preparation of the required documentation.
9. Be responsible for teaching and assessment allocation for the School's portfolio of taught postgraduate programmes for pharmacists.
10. Contribute to the enhancement of postgraduate teaching quality at Faculty or University level.
11. Contribute to the design of new innovative teaching programmes.
12. Carry out duties that are appropriate to the post as may be reasonably requested by the Director of Education (Pharmacy).

Research:

1. Engage in scholarly activity e.g., participate in conferences, secure funding, undertake book or paper reviews, publish teaching/professional materials/papers.

2. Develop proposals and prepare, in collaboration with others, funding bids for external contract work that might involve, for example, publishing materials for use within a profession (Established Lecturer only).
3. Develop networking links with relevant professional bodies to ensure that own approach and teaching reflects current best practice in postgraduate education for pharmacists.
4. Maintain and develop teaching and subject expertise, including undertaking continuing professional development.
5. Contribute to the organisation of pharmacy education or pharmacy practice conferences and/or editorial work (Established Lecturer only).

Administration/Contribution to the Community:

1. Lead the promotion of the School's portfolio of postgraduate courses to pharmacists in the UK and internationally and meet recruitment targets as stipulated by the School of Pharmacy and Faculty of Medicines, Health and Life Sciences.
2. Participate in multidisciplinary and cross-university problem solving initiatives aimed at the development of effective services for taught postgraduate students.
3. Carry out designated routine School administrative duties, including, for example, committee work, course administration, admissions queries, QSIS etc.
4. Contribute to the preparation of a costed business plan for the School's portfolio of taught postgraduate programmes for pharmacists and deliver the portfolio in relation to the costed business plan.
5. Ensure the programme(s) are taught to the required quality standards for the School's portfolio of taught postgraduate programmes for pharmacists. This includes seeking employers' and students' opinions, among other stakeholders. Lead the continuous action for programme enhancement (CAPE) for the School's portfolio of taught postgraduate programmes for pharmacists, and prepare the documentation for the Periodic School Review (PSR).
6. Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.
7. Act as a personal tutor or adviser of studies for postgraduate students enrolled on the School's portfolio of taught postgraduate programmes for pharmacists, including potentially those on Northern Ireland Centre for Pharmacy Learning and Development (NICPLD) postgraduate courses. Provide pastoral care for students within own area to ensure, as far as practicable, that relevant issues are dealt with in a timely, sympathetic and effective manner.
8. Be the key contact for the Distance Learning External Examiner(s) providing them with required material and access to resources. Respond to their requests in a timely manner, including writing the response to the External Examiner Report.
9. Be the key contact for liaison with NICPLD in relation to their postgraduate courses. This might also involve completing tasks on QSIS, SharePoint, and documentation about programme changes.
10. Develop and implement service level agreements with external organisations, e.g., NHS Trusts, GP Practices and retail pharmacy companies.

ESSENTIAL CRITERIA:

1. Honours degree or equivalent in pharmacy which is automatically registrable with the Pharmaceutical Society of Northern Ireland or the General Pharmaceutical Council (Great Britain).
2. PhD in Pharmacy or a closely related area (or evidence of working towards completion of a relevant PhD in the near future).
3. Evidence of ability to publish.
4. Evidence of recent, relevant scholarly activity in clinical pharmacy or pharmacy education (for example, development of clinical guidelines) (Established Lecturer only).
5. Teaching experience, commensurate with stage of career.
6. Experience of contribution to broader management and administrative processes.
7. Relevant academic administrative/management experience (Established Lecturer only).
8. Ability to design course materials and to plan and organise the delivery and assessment of taught courses in own specialism.
9. Good organisational skills with the ability to work on own initiative.
10. Understanding of resource management processes and skills to apply them effectively.
11. Ability to strengthen the School's national and international education networks.
12. Good communication skills with the ability to impart complex information concisely and clearly.
13. Effective interpersonal skills to liaise with students and colleagues.
14. Able to present plans and reports to the wider academic community and non-academic audiences, including clinical pharmacy communities.
15. Ability to work independently with a high level of motivation whilst also working in a team.
16. Ability to encourage commitment to learn in others.
17. High level of analytical capability.

18. Leadership capability.
19. Must be prepared to travel when required.

DESIRABLE CRITERIA:

1. Completion of a PGCHET (or equivalent) or HEA membership.
2. MSc or equivalent.
3. Completion of a training course in: leadership, digital technologies in healthcare education, equality, diversity and inclusion or sustainable healthcare.
4. Pharmacist independent prescriber (PIP) qualification.
5. Experience in developing a programme of educational research or scholarship. (Established Lecturer only).
6. Experience of developing PGT provision, particularly for a remote/online context.
7. Experience of delivering remote/online education.
8. Experience of module co-ordination or programme director role (Established Lecturer only).
9. Experience of using a range of teaching approaches.
10. Experience of teaching postgraduate (taught) students (Established Lecturer only).
11. Experience of student mentorship /or pastoral role.
12. Experience of quality assurance mechanisms and processes relating to education(Established Lecturer only).
13. Experience of using a range of assessment methodologies.
14. Experience of coordinating external accreditation processes.
15. Demonstrable understanding of the complexities of marketing/selling Higher Education in domestic or international markets (Established Lecturer only).