

## JOB DESCRIPTION

**Title:** MANAGER OF PHARMACY AFFAIRS & NEW PRACTITIONER PROGRAMS

**Incumbent Name:**

**Department:** GOVERNMENT & PHARMACY AFFAIRS

**Reports to:** VICE PRESIDENT OF GOVERNMENT & PHARMACY AFFAIRS

**Updated:** January 2017

**Employment Status:** F/T  P/T \_\_\_\_\_ Temporary \_\_\_\_\_

**FLSA Status:** Exempt \_\_\_\_\_ X \_\_\_\_\_ Non-Exempt \_\_\_\_\_

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### GENERAL PURPOSE:

Under the general supervision of the Vice President of Government & Pharmacy Affairs, the incumbent develops, implements, and manages the Academy's initiatives related to student pharmacists, and new practitioner programs. The incumbent also participates in Pharmacy Affairs projects and initiatives to develop programs and resources for AMCP members and other stakeholders.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead and manage AMCP's student programs, including student pharmacist chapters in schools of pharmacy, the annual invitation-only Chapter Leadership Academy, and student programming at national meetings.
- Develop the AMCP New Practitioner program strategy to provide career development growth and opportunities for new pharmacists.
- Serve as a liaison on student pharmacist and academic issues to organizations such as the American Association of Colleges of Pharmacy and the Accreditation Council for Pharmacy Education. Participates in activities of these organizations as necessary to advance AMCP's student pharmacist and new practitioner programs.
- Manage the AMCP Advanced Pharmacy Practice Experience program.
- Work with the Pharmacy Affairs Department on programs and projects to advance AMCP members professional and clinical interests. Works in conjunction with other Pharmacy Affairs team members in representing AMCP externally through coalitions, agencies, associations and alliances, such as Pharmacy Quality Alliance, National Transitions of Care Coalition, Food and Drug Administration, Centers for Medicare & Medicaid Services, other pharmacy organizations, URAC, NCQA, National Quality Forum, Pharmaceutical Care Management Association, and America's Health Insurance Plans.

### OTHER RESPONSIBILITIES

- Serve as a Preceptor for student rotations and internships.
- Serve as the staff liaison to the AMCP Student Pharmacist Committee and AMCP Schools of Pharmacy Relations Committee including providing guidance to the chair, and developing and executing committee tasks.

## **JOB DESCRIPTION**

- Regularly updating membership database information for deans and faculty of colleges of pharmacy and student pharmacists.
- Other duties/projects as assigned

### **SUPERVISORY RESPONSIBILITIES:**

Provides day to day supervision of AMCP APPE students/interns.

### **SKILLS AND ABILITIES REQUIRED:**

#### **PROJECT MANAGEMENT**

Consider the ability to plan and organize the work of a group, department or project and to establish effective priorities. Consider effective use of time. Demonstrates ability to “think outside the box” for solutions or ways to accomplish the job in a more effective way. Handles projects responsibly (including expense management). Prioritizes as needed and meets deadlines. Collaborates and shares progress with others to get the project completed. Demonstrates effective delivery of completed project.

#### **RELATIONSHIP BUILDING**

Has the ability to develop and maintain effective relationships with others in order to encourage and support communication and teamwork. Demonstrates the ability to build and maintain ongoing, collaborative, working relationships with coworkers, members and stakeholders to achieve the goals of the organization.

#### **JOB SPECIFIC SKILLS**

Demonstrates knowledge of fundamentals related to the job and of how the job relates to other AMCP activities. Understands position within the larger organization and its goals. Has the appropriate technical skill necessary to do the job. Is proactive to ensure knowledge is current. Willingness to share knowledge with colleagues.

#### **RESULTS MANAGEMENT**

Establishes a course of action to achieve results. Anticipates and adjusts for problems and roadblocks. Effectively communicates roadblocks/challenges to staff and peers. Focuses on what matters and readily owns decisions, effectively prioritizes and meets deadlines, collaborates with others to get task or project completed.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelors of Science in Pharmacy or PharmD and at least one year experience with student membership operations or Association experience.

ASHP-accredited residency training desired.

#### **WORKING CONDITIONS**

Moderate noise levels, which are typical in an office environment with computers, printers, faxes, etc. sitting about 80% of the time. Moderate moving and transporting boxes in the office and onsite at national meetings.

#### **TRAVEL:**

Overnight travel, up to 25% by land and/or air.

## **JOB DESCRIPTION**

*I have reviewed the above job description and understand my duties and responsibilities as described above.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

AMCP reserves the right to modify, interpret, or apply this job description in anyway the association desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will." The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.