



## POSITION DESCRIPTION

**Alaska Pharmacists Association (AKPhA)**

**Executive Director/Assistant Professor**

**Non-Tenure Track (0.8 FTE, 10-month appointment)**

Co-funded position between Alaska Pharmacist Association (0.5 FTE) and University of Alaska (UAA)/Idaho State University (ISU) Doctor of Pharmacy Program (0.3 FTE)

### **About AKPhA**

The Alaska Pharmacists Association (AKPhA) represents the profession of pharmacy in Alaska. It was formed 1956 when the state was still a territory. Although the American Pharmaceutical Association recognized the association in 1957, it fell dormant for a number of years and reemerged in 1966. Today, AKPhA represents nearly 300 pharmacists, technicians, and students from across Alaska.

### **MISSION**

**The mission of the Alaska Pharmacists Association is to preserve, promote and lead the profession of pharmacy in Alaska.**

### **VISION**

**To be the resource for and voice of patient-focused pharmacy care in Alaska**

### **Duties and Responsibilities**

#### *Executive Director of AKPhA: (80%)*

The Executive Director is responsible for managing the Association and is responsible for the overall leadership; overseeing the annual budget; leading strategic planning; fundraising and public relations; fiscal oversight and compliance; program development, evaluation and refinement of services; networking and membership development; editing of membership newsletter and related communications.

Core functions of the position include but are not limited to:

#### Association Management

- Oversee administrative functions of the Association and its committees, current Association activities, and the development of new initiatives
- Maintain membership, scholarship, and awards databases
- Coordinate the annual convention and fall continuing education conference in conjunction with their respective committees
- File necessary taxes and reports with Association certified public accountant (CPA), Alaska Public Offices Commission (APOC), etc.
- Schedule periodic audits

## Communication and Advocacy

- Edit and produce the quarterly newsletter
- Act as contact person for the Association and forward communications as appropriate
- Coordinate the annual legislative fly-in in conjunction with the Legislative Committee and Association lobbyist
- Maintain the Association website

## Relationships

- Maintain the affiliations with the American Pharmacists Association (APhA), National Community Pharmacists Association (NCPA), National Association of Chain Drug Stores (NACDS), National Alliance of State Pharmacy Associations (NASPA), American Society of Health-System Pharmacists (ASHP), and Pharmacy Technician Certification Board (PTCB)
- Maintain and promote the relationship with the UAA/ISU Doctor of Pharmacy Program
- Develop a working, collaborative relationship with other state, regional, and national health organizations
- Actively participate in the National Alliance of State Pharmacy Associations, including attendance at meetings of the Alliance when possible
- Seek opportunities for industry business partnerships

## Membership

- Develop and implement membership recruitment and retention programs in concert with the Membership Committee
- Evaluate program results and recommend policies, procedures, and action plans to achieve membership goals
- Execute the policies and procedures outlined in the Bylaws as it relates to membership and the collection of dues

## Continuing Education and Grant Management

- Prepare Accreditation Council for Pharmacy Education (ACPE) reports in conjunction with the Continuing Education Administrator to maintain status as an accredited provider
- Ensure programs meet standards of quality, objectivity, and financial goals
- Seek out and participate in research and education projects and activities to support the advancement of pharmacy practice, public health, and education

## Academic member of the Department of Pharmacy Practice and Admin. Sci. (20%)

- Establish a Professional Association or Leadership Advanced Pharmacy Practice Experience (APPE) and Introductory Pharmacy Practice Experience (IPPE)
  - Precept a maximum of 4 fourth-year pharmacy (P-4) students for APPEs (clerkships) annually.
  - Precept a maximum of 5 third-year IPPE students annually
- Provide limited didactic teaching to PharmD students
  - Two 8-week sections of PHAR 9906/07/08 per year – (3 hours per week)
  - Other lectures on other pharmacotherapy related topics in the professional Doctor of Pharmacy curriculum (3-6 didactic lectures/recitations per year)
- Serve as a student advisor for Alaska based students

- Attend Alaska programming events e.g., White coat, Annual events, graduation
- Serve as role model educator in the didactic and experiential components of the PharmD program
- Serve on assigned University, College, and Departmental committees commensurate with a non-tenure track, 0.2 funded position (1 committee assignment)

**Minimum Qualifications:**

- Pharm.D. or BS degree from an accredited College of Pharmacy. (prescreen)
- Ability to be licensed as a pharmacist in Alaska (prescreen)
- Evidence of effective teaching

**Preferred Qualifications, Knowledge, and Skills:**

- Minimum of one year of residency or specialty residency, or equivalent experience
- Experiential teaching experience
- Knowledge of and passion for the profession of pharmacy
- Bachelor's degree in business / association management / public health-related field preferred, but not required.
- Experience in management / organizational leadership preferred.
- Excellent written, verbal, and technology skills.
- Knowledge of general health-care related practice preferred.
- Flexibility to work weekends and evenings as required/needed

**Compensation:** Salary commensurate with credentials and training. Contract is for a 10-month appointment to be renewed annually.

**Reporting to:**

- Alaska Pharmacist Association Board of Directors
- Chair, ISU Department of Pharmacy Practice

**Application Process:** Interested applicants should submit the following for confidential consideration:

- 1) a resume or curriculum vitae;
- 2) a cover letter addressing how applicant is qualified to fulfill the position, including their vision for the profession of pharmacy and how they plan to advance the profession of pharmacy in their role as the state pharmacy executive;
- 3) candidates should be prepared to provide at least three professional references including contact information.

Applications must be submitted electronically in PDF format to Gretchen Glaspy at [Gretchen.AKPhA@gmail.com](mailto:Gretchen.AKPhA@gmail.com). Questions regarding the position can be directed to Gretchen Glaspy at [Gretchen.AKPhA@gmail.com](mailto:Gretchen.AKPhA@gmail.com) or [akphrmcy@alaska.net](http://akphrmcy@alaska.net).

Review of applications will begin September 13, 2021 and will continue until the position is filled.