

## **Accreditation Council for Pharmacy Education**

### **ACPE Position Profile**

#### **Executive Director**

##### **Job Summary**

The Executive Director serves as chief executive of the Accreditation Council for Pharmacy Education (ACPE) and, in partnership with the Board, is responsible for the success of the organization. Together, the Board and Executive Director ensure ACPE's relevance to the pharmacy institutional community, the accomplishment of the ACPE mission and vision, and the accountability of ACPE to its diverse constituents.

The Board delegates responsibility for management and day-to-day operations to the Executive Director, and s/he has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The Executive Director provides direction and enables the Board to carry out its governance functions.

This position is based in Chicago, IL and requires up to 40% travel.<sup>1</sup>

##### **Accountabilities**

###### **I. Management and administration**

- A. Provides general oversight of all ACPE activities, manages the day-to-day operations, and assures a smoothly functioning, efficient and financially stable organization.
- B. Ensures program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- C. Ensures that consultants and volunteers serving ACPE are qualified and evaluated for their service.
- D. Hires, evaluates, and provides guidance and mentorship to ACPE staff.
- E. Oversees all current and future ACPE programs, including - PharmD Program Accreditation, Continuing Education Provider Accreditation, International Services Program and Pharmacy Technician Education Provider Accreditation.<sup>2</sup>

###### **II. Mission, policy and planning**

- A. Helps the Board determine ACPE's values, mission, vision, and short- and long-term goals.
- B. Helps the Board monitor and evaluate ACPE's relevancy to the community, its effectiveness, and its results.
- C. Keeps the Board fully informed on the condition of ACPE and on all the important factors influencing it. Identifies problems and opportunities and addresses them; brings those which are appropriate to the Board and/or its committees; and, facilitates discussion and deliberation. Informs the Board and its committees about trends, issues, problems and activities in order to facilitate policy-making. Recommends policy positions.
- D. Remains informed of developments in pharmacy education, accreditation and assessment, not-for-profit management and governance.

### **III. Governance**

- A. Helps the Board articulate its own role and accountabilities and that of its committees and individual members and assists them to evaluate performance regularly.
- B. Works with the Board President to enable the Board to fulfill its governance functions and facilitates the optimum performance by the Board, its committees and individual Board members.
- C. With the Board President, focuses Board attention on long-range strategic issues.
- D. Manages the Board's due diligence process to assure timely attention to core issues.
- E. Works with the Board officers and committee chairs to get the best thinking and involvement of each Board member and to stimulate each Board member to give his or her best.
- F. Recommends volunteers and stakeholders to participate in Board directives, related committees and projects.

### **IV. Financing**

- A. Promotes programs and services that are provided in a cost-effective manner, employing economy while maintaining an acceptable level of quality.
- B. Oversees the fiscal activities of the organization including budgeting, reporting and audit.
- C. Works with Board to ensure financing to support short- and long-term goals.

### **V. Outreach and programmatic leadership**

- A. Serves as chief spokesperson for the organization, ensuring proper representation of ACPE.
- B. Works effectively and collaboratively with executive leaders of ACPE sponsor organizations and other professional and accreditation organizations.
- C. Serves as an ambassador for quality assured pharmacy education in many professional and interprofessional venues.
- D. Works to build positive relationships with external stakeholders, including the colleges and schools of pharmacy deans
- D. Maintains/builds collaborative projects with other existing or new professional organizations to advance pharmacy and quality education.
- E. Attends a variety of meetings and convenings with the Board, CE Commission, ISP Commission and ASHP/ACPE PTAC.<sup>3</sup>
- F. Participates in programmatic convenings including:
  - 1) Site visits for the Professional Degree Program
  - 2) CE provider review calls
  - 3) International site visits for the International Services Program
  - 4) PTAC evaluations in collaboration with ASHP

### **VI. Legal compliance**

- A. Assures the filing of all legal and regulatory documents and monitors compliance with relevant state, federal and local laws and regulations.
- B. Works with legal counsel to respond to threatened or real legal actions against ACPE, including testifying in court, if needed.

## **Qualifications**

- A PharmD, doctorate with pharmacy background or PhD in a pharmacy related discipline and at least five (5) years of experience as a senior level administrator or educator with personnel and fiscal management responsibilities;
- Experience in or with accredited pharmacy education and/or continuing education;
- Critical competencies/accomplishments that address professional and educational contributions to the higher education, pharmacy and accreditation/assessment;
- In-depth understanding of the role of peer review and accreditation in post-secondary and higher education;
- Knowledge of the changes occurring in healthcare delivery and the changing role of the pharmacist;
- Awareness of current issues facing the profession of pharmacy and the need for quality assured education;
- Possesses the highest ethics, integrity, and diplomacy skills;
- Excellent written, verbal and interpersonal skills.

## **Physical Demands/Working Conditions:**

This is a demanding position based on full responsibility for ACPE operations. Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes rapid decisions regarding administrative issues.

Plans and implements programs. Establishes strong and appropriate relationships with Board, committees, volunteers, staff, government agencies and educational institutions. Develops smooth and constructive relationships with executive colleagues, outside agencies, organizations and individuals.

Plans and meets deadlines. Maintains a flexible work schedule to meet the demands of executive management. Hours may be long and irregular. Conveys a professional and positive image and attitude regarding ACPE, the education, governmental and industry sectors with which the organization partners. Demonstrates commitment to continued professional growth and development.

## **Equal Employment Opportunity**

ACPE is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy; childbirth, or related medical conditions; age; disability; citizenship status; uniform service member status; or any other protected class under federal, state, or local law.

In Illinois, the following also are a protected class: sex; sexual orientation [including heterosexuality, homosexuality, bisexuality and gender-related identity]; pregnancy, childbirth, or related medical

conditions; arrest records; criminal history (that has been sealed or expunged); credit history or credit report; genetic information and testing; mental or physical disability.

You may discuss equal employment opportunity related questions with the Director of Operations or any other designated member of management.

## **Addendum A – Post Script Detail**

<sup>1</sup>**Travel Requirement Detail** – The quoted timeframes and meetings are estimates and may change with business need.

- JCPP – 8 days total
- APHA Meetings – 7 days
- NABP Annual Meeting – 3 days
- AACP Midyear – 3 days
- AACP Meeting – 4 days
- CHEA Meeting – 3 days
- ASPA Meeting – 6 days
- FIP – 5 days
- National Summit – 4 days
- Alliance Meeting for CE – 3 days
- Consultations – 6 days
- PTAC Site Visits – 6 days
- Invited Presentations – 8 days
- CS Site Visits – 15 days
- ISP – 10 days
- Miscellaneous – 10 days

## <sup>2</sup>**Four ACPE Program Summaries**

**PharmD Program Accreditation:** ACPE is recognized by the U.S. Department of Education (USDE) for the accreditation and pre-accreditation, within the United States, of professional degree programs in pharmacy leading to the Doctor of Pharmacy degree, including those programs offered via distance education. ACPE is also recognized by the Council for Higher Education Accreditation (CHEA), which is a private, non-profit, national organization that promotes academic quality through external review of accreditors. Currently, there are 143 programs with CHEA accreditation status.

**Continuing Education Provider Accreditation:** In 1975, ACPE developed standards for the approval (now, accreditation) of providers of continuing pharmacy education. In 2017, ACPE joined with medicine (ACCME) and nursing (ANCC) CE accreditors to establish Joint Accreditation for Interprofessional

Continuing Education which established standards for education providers to deliver continuing education planned by the healthcare team for the healthcare team. Currently there are 305 ACPE-accredited continuing education providers and 84 jointly accredited providers.

**International Services Program:** ACPE's International Services Program (ISP) was established in February 2011 to strengthen the organization's ability to assist international stakeholders who seek guidance related to quality assurance and advancement of pharmacy education. Currently there are 11 schools and 14-degree programs certified in 5 countries.

**Pharmacy Technician Education Provider Accreditation:** In 2013, ACPE entered into a collaboration with the American Society of Health-System Pharmacists to accredit pharmacy technician education and training programs.

**<sup>3</sup>Board, CE Commission, ISP Commission and ASHP/ACPE PTAC Detail**

Two (2) board meetings (January and June) and periodic special strategic planning meetings

Two (2) CE Commission Meetings (May and November)

Two (2) ISP Commission Meetings (May and November)

Two (2) ASHP/ACPE PTAC Meetings (May and November)