

Process for Part-Time Appointment: Professional Associate School of Pharmacy, MUN

Eligibility:

1. Candidates must complete one of the following free online preceptor education courses and provide documentation of such.
 - a. [Dalhousie University Preceptor e-Learning Course](#)
 - b. [University of British Columbia e-Tips for Practice Education](#)
2. Candidates should be licensed practicing pharmacists.

The Application Process:

3. Applicants must submit an expression of interest that includes a personal statement regarding anticipated involvement in the education of pharmacy students, a current curriculum vitae (CV), and documentation of completion of an approved preceptor education course. In lieu of a CV, the [CV Form](#) can be used.
4. Applications should be submitted to Wanda Spurrell, Practice Experience Program Coordinator, MUN School of Pharmacy via email at wspurrel@mun.ca.

The Curriculum Vitae:

5. Suggested components of the CV (listed in chronological order beginning with the most recent) are:
 - a. Name and contact information including mailing address, e-mail address, telephone and fax numbers
 - b. Education including certification(s)
 - c. Registration status
 - d. Employment
 - e. History of precepting pharmacy or other health professional students
 - f. Professional Associations/Committees
 - g. Awards/Honors
 - h. Community involvement
 - i. Other (presentations, publications, research)

Recommendation of Appointment:

6. Recommendation of appointment will be made by Wanda Spurrell to the Dean of the School of Pharmacy with final approval by the Provost and Vice President (Academic) and reported to the Board of Regents.

Terms of Appointment:

7. The appointment of Professional Associate is for three years and is renewable. Appointees are not governed by a Collective Agreement with Memorial University. The appointment is considered part-time and non-stipendiary.
8. Appointments may be renewed by meeting the following conditions:

- a. Individuals must have been active preceptors or officially offered to be a preceptor in at least two of the previous three years of their appointment
- b. Submission of a new application form, accompanied by an updated CV, before the three year appointment expiry date.

MUN Resources Available to Part-Time Professional Associates:

9. Professional Associates will be granted access to the Health Sciences Library (HSL) information resources to support them in their contribution to the professional and educational development of pharmacy students.
 - a. Instructions on how to access the HSL holdings will be provided by separate correspondence from the Library, using the contact information supplied on the application form.