

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

Eligibility:

1. Candidates must complete an acceptable preceptor education course and provide documentation of such.
 - a. Recommended free online courses include those noted here:
<https://www.mun.ca/pharmacy/pharmacy-practice-community/practice-experience-program/preceptor-resources/>
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 by email to ppeprogram@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 number
 - b. MUN Student ID (for MUN alumni)
 - c. Education including certification(s)
 - d. Registration status
 - e. Employment
 - f. History of precepting pharmacy or other health professional students
 - g. Professional associations/committees
 - h. Awards/honors
 - i. Community involvement
 - j. Other (presentations, publications, research)

Recommendation of Appointment:

6. Recommendation of appointment will be made by 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. Once applicants are appointed Professional Associates, all correspondence will be via MUN email accounts.

9. 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 consisting of a personal statement regarding continued involvement in the education of pharmacy students, accompanied by an updated CV, before the three-year appointment expiry date.

MUN Resources Available to Part-Time Professional Associates:

10. 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 in the application.