

ISPE University Production Systems Task Team Member Position Description <i>Updated on 5 January 2012</i>	
ISPE University Overview: To establish and maintain a curriculum that will be the centerpiece of a Professional Development Program (PDP) for Members of the Society and other pharmaceutical professionals to expand their skills and knowledge, enabling them to grow both personally and professionally, yielding significant benefits to them and their employer.	
Position Purpose and Objectives: To participate in a task team relating to curriculum development for the <u>Production Systems</u> Knowledge Element as defined within the CPIP structure at Technical Knowledge Elements We are looking for volunteers with an expertise in the above Element to help us identify total requirements and carry out a gap analysis against materials currently available. Each task team will consist of a chair, a project manager and 3-4 SMEs. It is preferable that each team includes at least 1 Young Professional.	
Appointed by: Chair of the relevant Task Team	
Responsibilities of this Position: Development of curriculum requirements, in terms of topics and competencies to be covered. Review of available material to identify whether it is current, needs updating, needs replacement etc. Development of plan for plugging the gaps (in-house within ISPE; outsourced etc.).	
Skills/Experience Requirements for this Position: At least 5 years experience in the above specified area of expertise. To be currently working in the specified area of expertise, or able to demonstrate how knowledge is kept current.	
Length of Service: 1 year	
Time Commitment: Approximate hours per month: Up to 8 hours per month Work will be <input type="checkbox"/> intermittent <input type="checkbox"/> regular <input checked="" type="checkbox"/> regular with peaks requiring additional effort.	
Resource Requirements List expectations for support of the volunteer in this position, including staff or volunteer assistance for the task, funding for travel, etc. Provided by ISPE staff or volunteers: Lists of materials available; access to materials available; project management; template for recording outcome of review Expected from the volunteer (or his/her employer): Attendance at teleconferences on a weekly basis	
Meeting Schedule: Task team meetings will be virtual, via teleconference. Face-to-face meetings of full committee at ISPE Conferences are not a requirement, but task team members are welcome to attend if they wish.	
Attendance Requirement: This is a tactical rather than a strategic role so volunteers should be able to commit to 75% attendance as a minimum (i.e. missing no more than one meeting per month)	

Volunteer Expectations

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| <ul style="list-style-type: none"> ✓ <i>Actively participate in meetings</i> ✓ <i>Read materials and come prepared to each meeting</i> ✓ <i>Listen to people and ideas</i> ✓ <i>Become knowledgeable of the Society's policies and procedures</i> ✓ <i>Complete assignments on time</i> | <ul style="list-style-type: none"> ✓ <i>Respond to communications in a timely manner</i> ✓ <i>Develop a good relationship with Staff</i> ✓ <i>Respect confidentiality</i> ✓ <i>Fully support all decisions of the Board and Committee</i> ✓ <i>Always act in the best interests of ISPE</i> |
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If you are interested in volunteering for this position please click the link to complete a Volunteer Profile <http://www.ispe.org/volunteerprofile>