



ISPE University Quality Systems Task Team Member Position Description

Updated on 5 January 2012

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 Quality Systems 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 intermittent regular **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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| ✓ <i>Actively participate in meetings</i> | ✓ <i>Respond to communications in a timely manner</i> |
| ✓ <i>Read materials and come prepared to each meeting</i> | ✓ <i>Develop a good relationship with Staff</i> |
| ✓ <i>Listen to people and ideas</i> | ✓ <i>Respect confidentiality</i> |
| ✓ <i>Become knowledgeable of the Society's policies and procedures</i> | ✓ <i>Fully support all decisions of the Board and Committee</i> |
| ✓ <i>Complete assignments on time</i> | ✓ <i>Always act in the best interests of ISPE</i> |

If you are interested in volunteering for this position please click the link to complete a Volunteer Profile <http://www.ispe.org/volunteerprofile>