



### **Call for IPSF Coordinators and Committee Positions 2016-17**

Coordinators and Committees work under the IPSF Executive Committee and their work is more specific to certain activities. These positions require little travelling, but it is strongly recommended to attend the 63<sup>rd</sup> IPSF World Congress 2017 in Taipei, Taiwan and that you attend your Committee meeting if one is programmed.

You should be able to work on a daily basis throughout the year in your position and have regular internet access. Coordinator positions have different busy times or seasons, but you must be reachable throughout your entire term.

Please note that for some positions you may be required to attend a Skype interview.

If you are interested in a particular position listed here, you should contact the relevant IPSF Executive (contact below) before the deadline for applications. IPSF is looking for applicants for the following positions:

**Please submit your nominations via online nomination, no later than Sunday, 4th September 2016, 23:59h, GMT+0:**

Click here: [IPSF Coordinator / Committee online nomination](#)



# 1. President Portfolio

## Policy Coordinator

The duties of the Policy Coordinator include:

- Chairing the Policy Committee as well as initiating and directing its activities
- To liaise closely with the President and Executive Committee regarding future plans and progress of the work developed by the Committee

For more information please contact [president@ipsf.org](mailto:president@ipsf.org).

# 2. Secretary General Portfolio

## Parliamentary Coordinator

The Parliamentary Coordinator, in conjunction with the Secretary General will be responsible for the compilation and development of any changes to the official documents. This position is required to attend the 63rd IPSF World Congress in Taipei, Taiwan.

The position is expected to:

- Chair the Constitutional Working Committee
- Assist the Secretary General in compiling all proposed changes to the Official Documents
- Assist the Secretary General in the writing and editing of all Minutes of IPSF Meetings
- To Assist the Secretary General in the preparation of the General Assembly and Chair the General Assembly at the IPSF World Congress
- To assist in chairing and preparation of Regional Assemblies

For more information please contact: [secgen@ipsf.org](mailto:secgen@ipsf.org) with the subject heading 'Parliamentary Coordinator Interest'.

## Constitutional Working Committee (CWC) (4 Members)

The Constitutional Working Party assists the Secretary General in reviewing and editing the IPSF Official Documents. CWC members should be familiar in general with the Official Documents and they should also have an excellent knowledge of English to be able to edit the Official Documents.

Furthermore, the Constitutional Working Committee helps the Secretary General to write and prepare the minutes of previous General Assembly.

It is also required that applicants for the CWC have a deep and thorough understanding and knowledge of the Federation.

For further information please contact: [secgen@ipsf.org](mailto:secgen@ipsf.org) using as subject heading 'CWC interest'.



## 3. Treasurer Portfolio

### Development Fund (DF) Coordinator

With the supervision of the Treasurer, the DF Coordinator coordinates the DF Committee and is responsible with the development of strategies for the promotion of donations and with ensuring the proper use of the DF. Therefore, it is essential to understand the aims and objectives of the DF.

The DF Coordinator manages DF grant application forms, calls for applications, correspondence with applicants as well as the review of applications.

The DF Coordinator must have regular internet access available and be able to read and reply to e-mails daily over the periods when the DF applications are submitted and reviewed. The Coordinator should preferably be from a developed and high-income country to prevent any conflict of interest with possible applicants.

For more information contact [treasurer@ipsf.org](mailto:treasurer@ipsf.org) and [df@ipsf.org](mailto:df@ipsf.org) with the subject heading 'Development Fund Coordinator Interest'.

### Grants Coordinator

With the supervision of the Treasurer the Grants Coordinator will search and apply for Grants that assist the Federation in its aims.

The Grants Coordinator will be required to search international databases of Operational and project grants. Additionally the positions will be required to collect all information required and apply for Grants.

Additionally this position will be responsible for all follow-up and reporting that Grants require. It is expected that this position will work closely with other Portfolios within IPSF and as such excellent communication skills are required.

This position will be elected for a two year period.

For more information contact [treasurer@ipsf.org](mailto:treasurer@ipsf.org) with the subject heading 'Grants Coordinator Interest'.

### Development Fund Committee (3 Members)

The main task of the members is to review grant applications for DF congress grants, SEP grant and other DF grants. In addition, committee members will assist with promotion of donations.

You should have a regular internet connection for this position. Time commitment varies depending on the time of the year - the period between January and April is the busiest.

The DF Committee members should preferably come from high income countries to prevent any conflict of interest with DF applicants.



For further information please contact: [treasurer@ipsf.org](mailto:treasurer@ipsf.org) and [df@ipsf.org](mailto:df@ipsf.org), with the subject heading 'Development Fund Committee Interest'.

## 4. Internal Portfolio

### Association Membership Coordinator

The Membership Coordinator works under the direction of the Chairperson of Internal Relations, and is a co-opted member of the Internal Committee (IC). They work fairly independently to assist the Chairperson of Internal Relations in directing the work of the IC.

Its main responsibility is to coordinate and develop the Membership Applications of new Organisations, Member Organisations looking for Full Membership, promotional materials, guidelines and a Database of non-members, together with the Regional Relations Officer and Internal Committee.

The Association Membership Coordinator also shall advise and support students to develop their own Organisations where have any.

A solid knowledge of the IPSF Official Documents and the requirements of membership is required.

Please contact [internal@ipsf.org](mailto:internal@ipsf.org) with questions about this position with the subject 'Association Membership Coordinator Interest'

### Individual Membership Coordinator

The Individual Membership Coordinator works under the direction of the Chairperson of Internal Relations, and is a co-opted member of the Internal Committee (IC). They work fairly independently to assist the Chairperson of Internal Relations in directing the work of the IC.

Its main responsibility is to manage the Individual Membership process until its conclusion, with the expedition of the Confirmation Letter. It will be in charge to forward the applicants to the adequate Member Organisation and/or IPSF portfolio when needed.

It will also maintain the contact database for Individual Members, serve as bridge between them and the Federation, work on promotional materials and approaches and develop guidelines and relevant materials when needed.

Please contact [internal@ipsf.org](mailto:internal@ipsf.org) with questions about this position with the subject 'Individual Membership Coordinator Interest'.

### Affiliation Coordinator

The Affiliation Membership Coordinator works under the direction of the Chairperson of Internal Relations, and is a co-opted member of the Internal Committee (IC). He work fairly independently to assist the Chairperson of Internal Relations in directing the work of the IC.



Its main responsibility is to serve as bridge between the Alumni, Friends of the Federation and Honorary Life Members with the Federation. Also assist with maintaining, updating and establishing the database of affiliated individuals and Honorary Life Members.

Promoting Affiliation by creating promotional materials, guidelines and relevant documents is also expected.

Please contact [internal@ipsf.org](mailto:internal@ipsf.org) with questions about this position with the subject 'Affiliations Coordinator'.

## Internal Committee (3 Members)

The Internal Committee consists of the appointed members, the Regional Relations Officers and the Chairperson of Internal Relations.

The main duties of this group would be to assist the Chairperson of Internal Relations with the main areas of the portfolio: Promoting IPSF for non-member organisations and individuals, support the creation and development of new organisations where have any, promote and develop the Alumni and Friends of the Federation Affiliations, communicating with the Member Organisations via Contact Persons and on the development of guidelines and relevant materials.

Members to this committee should preferably speak a second language other than English, have knowledge about the IPSF Official Documents and Internal Portfolio. Former Contact Persons are preferable.

For more information contact [internal@ipsf.org](mailto:internal@ipsf.org) with the subject heading 'Internal Committee Interest'.

## 5. External Portfolio

### Corporate Relations Coordinator

The Corporate Relations Coordinator works under the portfolio of the Chairperson of External Relations. The External Coordinator shall assist the Chairperson of External Relations and President in obtaining appropriate corporate funding for the Federation. The specific duties shall include:

- Serving as a co-chair of the Corporate Relations Committee, in conjunction with the Chairperson of External Relations, to organize and be responsible for overall progress;
- Ensuring the Corporate Relations Committee members have adequate knowledge to serve the Federation, understand its policies, and are familiar with its activities and offerings;
- Maintaining a list of all contacts and relations between the Federation and business setting;
- Ensuring all agreements between IPSF and partners are being met, in conjunction with the necessary Executive Board members (e.g., Chairperson of Media and Publications, President)
- Build tailor-made packages for partners with the assistance of the Corporate Relations Committee;



- Maintain a record of offerings made to partners, keeping in mind limited offerings may be available;
- Update Partnership Materials to reflect limited offering availability;
- Manage a limited number of corporate partnerships independently;

The Corporate Relations Coordinators should have a solid understanding of all aspects of IPSF, and be fluent in written and spoken English. It is advantageous to have past experience in sponsorship and marketing roles.

For more information contact [crc@ipsf.org](mailto:crc@ipsf.org) and [external@ipsf.org](mailto:external@ipsf.org) with the subject heading 'Corporate Relations Coordinator Interest'.

## Inter-professional Coordinator

The Inter-Professional Coordinator works under the portfolio of the Chairperson of External Relations. The Inter-Professional Coordinator shall assist the Chairperson of External Relations in maintaining and establishing collaboration and partnerships with non-corporate partners such as student organisations and professional organisation.

This position should have a strong knowledge of the Federation and its workings to ensure they are able to represent the Federation to their best ability.

For more information contact [external@ipsf.org](mailto:external@ipsf.org) with the subject heading 'Inter-professional Coordinator'

## External Committee (8 Members)

The External Committee supports the Chairperson of External Relations and the Corporate Relations Coordinator in providing the resources for the international management of IPSF. The specific duties shall include:

Keeping continuous contact with existing IPSF corporate partners, and seeking new partnerships;

Improving the availability and quality of both interns and work sites, in collaboration with the Internship Coordinator;

Assist the Corporate Relations Coordinator in building tailored sponsorship packages for partners;

The Regional Relations Officers work as co-opted members of the Corporate Relations Committee and are responsible for corporate relations with partners of the IPSF Regional Offices. The President is also co-opted with a supervisory role.

For more information contact [external@ipsf.org](mailto:external@ipsf.org) with the subject heading 'EC Interest'.

# 6. Professional Development Portfolio



## Clinical Skills Events (CSE) Coordinator

The CSE Coordinator is responsible for multiple tasks throughout the year.

The CSE Coordinator is required to have good communication skills, organization skills, and most importantly, clinical knowledge. It is imperative for the CSE Coordinator to be familiar with Objective Structured Clinical Examination (OSCE) framework, from which the 3 different sets of CSE events: CSE individual competition (beginners and advance), CSE team competition, and CSE Jeopardy, are based on.

The CSE Coordinator must attend World Congress, as all of the above CSE competitions will be held; it is also advisable for the CSE Coordinator to be present for Regional Symposia where possible as CSE individual events are organized. The CSE Coordinator is responsible to be in contact with the respective reception committees starting at the beginning of the term to setup workshop time, rooms and logistics, invitation for suitable speakers for the workshop, arrange for winners' certificates, and prizes. During the IPSF CSE competitions, the CSE Coordinator is responsible for all logistical matter whether the CSE Coordinator is physically present or not. The CSE Coordinator will also be responsible together with the Professional Development Committee, the Chairperson of Professional Development to create cases of CSE and to submit them for professional review.

Throughout the year, the CSE Coordinator must keep the CSE email account checked to assist member organizations who wish to initiate CSE at the national & local levels. Furthermore, it is the duty of the CSE Coordinator to ensure that a structured CSE report and along the cases used be submitted to IPSF to maintain a CSE database and for annual report and data collecting purposes, and to maintain the Professional Development Star System Accreditation database through the year. In addition, for associations that are not running CSE, the coordinator shall contact member associations and offer IPSF workshop and cases material to aid with the process.

Lastly, CSE Coordinator is to submit quarterly reports updates and newsletter articles, and a final Annual Report to inform the Executive Committee and the General Assembly of the progress of the year.

For more information or submitting your form, please contact [pd@ipsf.org](mailto:pd@ipsf.org) and [cse@ipsf.org](mailto:cse@ipsf.org) using subject heading 'CSE Coordinator interest'.

## Patient Counselling Event (PCE) Coordinator

The PCE Coordinator is responsible for multiple tasks throughout the year.

The PCE Coordinator is required to have good communication skills, organization skills, and most importantly, clinical knowledge. It is imperative for the PCE Coordinator to be familiar with Objective Structured Clinical Examination (OSCE) framework, and patient counselling.

The PCE Coordinator is strongly advised to attend World Congress and the Regional Symposia. The PCE Coordinator is responsible to be in contact with the respective reception committees starting at the beginning of the term to setup workshop time, rooms and logistics, invitation for suitable



speakers for the workshop, arrange for winners' certificates, and prizes. During the IPSF PCE competitions, the PCE Coordinator is responsible for all logistical matter whether the PCE Coordinator is physically present or not. The PCE Coordinator will also be responsible together with the Professional Development Committee, the Chairperson of Professional Development to create cases of PCE and to submit them for professional review.

Throughout the year, the PCE Coordinator must keep the PCE email account checked to assist member organizations who wish to initiate PCE at the national & local levels. Furthermore, it is the duty of the PCE Coordinator to ensure that a structured PCE report and along the cases used be submitted to IPSF to maintain a PCE database and for annual report and data collecting purposes, and to maintain the Professional Development Star System Accreditation database through the year. In addition, for associations that are not running PCE, the coordinator shall contact member associations and offer IPSF workshop and cases material to aid with the process.

The PCE Coordinator is expected to attend the IPSF World Congress to run the PCE events at the congress.

Lastly, PCE Coordinator is to submit quarterly report updates and any requested newsletter articles, and a final Annual Report to inform the Executive Committee and the General Assembly of the progress of the year.

For more information or submitting your form, please contact [pd@ipsf.org](mailto:pd@ipsf.org) and [pce@ipsf.org](mailto:pce@ipsf.org) using subject heading 'PCE Coordinator interest'.

## Pharmacy Profession Awareness Coordinator

The Pharmacy Profession Awareness Coordinator is responsible for multiple tasks throughout the year.

The Pharmacy Profession Awareness Coordinator is required to have good communication skills, organization skills, and is strongly advisable to have organized PPAC before.

The Pharmacy Profession Awareness Coordinator is strongly advised to attend World Congress and the Regional Symposia, to run Professional Pharmacy Awareness Campaign (PPAC) workshops. The Pharmacy Profession Awareness Coordinator is responsible to be in contact with the respective reception committees starting at the beginning of the term to setup workshop time, campaigns, and invite any potential speakers for workshops.

The Pharmacy Profession Awareness Coordinator is also responsible to organizing and promoting World Pharmacist Day in social media, and campaign material. Other campaigns that the Pharmacy Professional Awareness Coordinator should be well versed in are Teddy Bear Hospital and Pharmacist Awareness Week. The Pharmacy Profession Awareness Coordinator is in charge of updated the materials along with Professional Development Committee, the Chairperson of Professional Development.



Throughout the year, the Pharmacy Profession Awareness Coordinator must keep the Pharmacy Profession Awareness Coordinator email account checked to assist member organizations who wish to initiate PPAC at the national & local levels. Furthermore, it is the duty of the Pharmacy Profession Awareness Coordinator to ensure that a structured PPAC report and along the cases used be submitted to IPSF to maintain a PPAC database and for annual report and data collecting purposes, and to maintain the Professional Development Star System Accreditation database through the year. In addition, for associations that are not running PPAC, the coordinator shall contact member associations and offer IPSF workshop and cases material to aid with the process.

The Pharmacy Profession Awareness Coordinator will also be co-opted on the Policy Committee and be responsible for the development of Policy within the Professional Development Portfolio.

Also, the Pharmacy Profession Awareness Coordinator is responsible to promoting the regional PPAC Award each year, thus is required to collect the above stated reports for the purpose of adjudication, setup the adjudication criteria, be responsible for adjudication of such reports, and also to award the winner of each region during the Regional Symposia or at World Congress, wherever convenient.

Lastly, Pharmacy Profession Awareness Coordinator is to submit quarterly report updates and any requested newsletter articles, and a final Annual Report to inform the Executive Committee and the General Assembly of the progress of the year.

For more information or submitting your form, please contact [pd@ipsf.org](mailto:pd@ipsf.org) using subject heading 'Pharmacy Profession Awareness Coordinator interest'.

## Training Coordinator

The Training Coordinator is responsible for multiple tasks throughout the year.

The Training Coordinator is required to have good communication skills, organization skills, and most importantly, previous experience with training.

The Training Coordinator is strongly advised to attend LIT of World Congress and the Regional Symposia, and any other external training event. The Training Coordinator is responsible to be in contact with the respective reception committees starting at the beginning of the term to setup workshop time, rooms and logistics, invitation for suitable trainer for the workshop. During the IPSF LITs, the Training Coordinator is responsible for all logistical matter whether the Training Coordinator is physically present or not. The Training Coordinator will also be responsible together other trainers and the Chairperson of Professional Development to update training material, and look into online platforms and database for LIT for the coming year

Throughout the year, the Training Coordinator must keep the LIT email account checked to assist member organizations who wish to initiate LIT at the national & local levels. Furthermore, it is the duty of the Training Coordinator to ensure that a structured LIT report for annual report and data collecting purposes, and to maintain the Professional Development Star System Accreditation database through the year. In addition, for associations that are not running LIT, the coordinator



shall contact member associations and offer IPSF workshop and cases material to aid with the process.

The Training Coordinator is expected to coordinate and organise the Trainer Development Camp in conjunction with the local organising committee, additionally it is expected the Training Coordinator will attend this event.

Lastly, Training Coordinator is to submit quarterly report updates and any requested newsletter articles, and a final Annual Report to inform the Executive Committee and the General Assembly of the progress of the year.

For more information please contact [pd@ipsf.org](mailto:pd@ipsf.org) or [training@ipsf.org](mailto:training@ipsf.org) using as subject heading "Training Coordinator interest".

## Compounding Event (CE) Coordinator:

The CE Coordinator must attend World Congress as this event is only held at World Congress. The CE Coordinator is responsible to the logistic consideration, suitable compounding and workshop room and supply booking, working with sponsorship committee to contact pharmaceutical/compounding company to sponsorship and speaker potentials.

The cases used for CE should be developed with the pharmaceutical/compounding company to ensure quality.

The CE Coordinator should have good communication and organizational skills; keep regular contact with the Chairperson of Professional Development, and preferably have knowledge on compounding. Furthermore, it is the duty of the CE Coordinator to ensure that a structured CE report and along the cases used be submitted to IPSF to maintain a CE database and for annual report and data collecting purposes, and to maintain the Professional Development Star System Accreditation database through the year if any member associations runs CE.

Lastly, CE Coordinator is to submit quarterly report updates and any requested newsletter articles, and a final Annual Report to inform the Executive Committee and the General Assembly of the progress of the year.

For further information please contact: [pd@ipsf.org](mailto:pd@ipsf.org) using subject heading 'Compounding Event Coordinator interest'.

## Professional Development Committee (10 Members)

This Committee are for those who are interested in the project of Professional Development Projects. Tasks involved in the Professional Development Committee include, testing the cases developed for Clinical Skills Event, Patient Counselling Event, and the Compounding Event. Furthermore, they are to review any materials as requested and delegated by the Professional Development Coordinators.



For further information please contact: [pd@ipsf.org](mailto:pd@ipsf.org) using the subject heading 'PD Committee Interest'.

## 7. Public Health Portfolio

The work of the public health committee varies according to the Chairperson of Public Health and their management style. In general terms, there are four coordinators responsible for different campaigns to be held during the year, which can be changed with time given motivation.

### Public Health Committee (PHC) (10 Members)

The Public Health Committee members work under the direction of the Public Health Activities Coordinator, supervised by the Chairperson of Public Health. A member of the Public Health Committee must be available to attend the regular online Public Health Meetings throughout the year. He/she should also be passionate, creative, responsive, organized, reliable, flexible, and a team player. Each committee member should have a working proficiency in the English language, have access to some form of stable internet, and be able to commit 5-10 hours of work per week. The activities of the Public Health Committee may include but are not limited to:

- To assist IPSF Public Health Coordinators and the Chairperson of Public Health in promoting and implementing the different Public Health Activities within IPSF.
- To disseminate Public Health related information to IPSF members.
- To bring new ideas about Public Health to the team.
- To assist in the creation of new Public Health Campaign materials.
- To inspire passion for Public Health within the Team and also your local association.
- To manage the Public Health and Humanitarian Community and provide contents for sharing with the members.

The Public Health Committee will be internally divided in the following topics: humanitarian and human rights, non-communicable diseases and healthy living, communicable diseases and sexual and reproductive health, rational use of medicines and chemical management. When filling the application you show interest in one or more of this specific topics.

For further information please contact [publichealth@ipsf.org](mailto:publichealth@ipsf.org) using the subject heading "Public Health Committee Position Interest".

### Public Health Advocacy Coordinator (PHAC)

The Public Health Advocacy Coordinator (PHAC) works under the direction of the Chairperson of Public Health, and serves as the second focal point to the World Health Organisation (WHO), after the Chairperson of Public Health. The PHAC is a member of the Policy Committee to facilitate IPSF policy statement development related to Public Health, and will also work under the President portfolio, being co-opted after election and working closely with the Policy Coordinator.

One important task of the PHAC work will include research to provide background for statements and wording to any proposed public health policy topics provided by IPSF members, Regional



Offices, or the Executive Committee. Additionally, these policy statements will be the foundation for any joint statements with partners at the World Health Organisation and other applicable entities. These statements might have several ends, for instance to be presented in the Executive Board sessions of WHO and in the World Health Assembly (WHA), happening in Geneva, Switzerland. It is highly recommended that the PHAC attends WHO events relevant for its work.

As the second focal point of IPSF with WHO, the PHAC will be responsible for providing information and updates related to WHO in regards to public health and policies adopted and how they affect the federation. Updates will be provided to the Chairperson of Public Health. Along with the Chairperson of Public Health, PHAC is responsible for the planning, organization and selection of the IPSF Delegation to WHA, meaning: logistics, pre-WHA events, joint statements with partners such as the World Healthcare Students' Alliance, and submission of interventions to be delivered. Another important task involves the development of the public health policies of IPSF and sharing them with members and partners.

Skill requirements for this position include a good knowledge of Public Health and Policy, as well as knowledge/curiosity on public health matters such as Universal Health Coverage, Sustainable Development Goals (SDGs), International Health Regulations (IHR), WHO reform, health systems strengthening, WHO building blocks, among other. Also, public relations soft-skills related to Public Health and strong communication skills are an asset. The coordinator should have a working proficiency in the English language, have access to some form of stable internet, and be able to commit 10-15 hours of work per week. People applying to this position should have attended a previous WHA with a student organization, experience in writing and developing policy statements and capabilities of research of public health topics.

For further information please contact [publichealth@ipsf.org](mailto:publichealth@ipsf.org) or [healthadvocacy@ipsf.org](mailto:healthadvocacy@ipsf.org) using the subject heading "Public Health Advocacy Coordinator Position Interest".

## Public Health Activities Coordinator

The Public Health Activities coordinator works under the direction of the Chairperson of Public Health, he/she is in charge of the planning and promotion of the different Public Health campaigns and chairing the Public Health Committee. They are responsible for supporting IPSF member organisations year-round in organizing and promoting all and any Public Health activities. The coordinator is required to disseminate updated information, distribute the different campaigns materials, promote all IPSF Public Health Campaigns to IPSF members in a timely manner, and collect Public Health Reports from each association through the Project Accreditation System.

The Public Health Activities Coordinator will be responsible for organization of the Public Health Campaign to be run at the IPSF World Congress and IPSF Regional Symposia, under the supervision of the Chairperson of Public Health. It is highly encouraged being present at IPSF World Congress to support the Chairperson of Public Health.

Skill requirements for this position include a good knowledge of Public Health Campaigns, planning and implementation of Public Health Projects and strong communication skills. An interest in global



health and inter-professional collaboration is desired as this relates to all the campaigns under this portion of the portfolio. The coordinator should have a working proficiency in the English language, have access to some form of stable internet, and be able to commit 10-15 hours of work per week.

The Coordinator is supported by the Public Health Committee members. For further information please contact [publichealth@ipsf.org](mailto:publichealth@ipsf.org) using the subject heading "Public Health Activities Coordinator Position Interest".

## 8. Pharmacy Education Portfolio

### Pharmacy Education Research Coordinator

The position was created to assist the Chairperson of Pharmacy Education with the development and implementation research projects related to Pharmacy Education.

The coordinator shall work with the Chairperson of Pharmacy Education in the planning, implementation and promotion of the research projects. The duties of the coordinator shall include but not limited to:

- Design and implementation of research projects
- Maintaining the database of responses generated
- Recruitment of collaborators
- Promoting research projects
- Analysis of results and publication of the findings
- Using the research projects to advance pharmacy education and advocate for pharmacy profession.
- Initiating and maintaining contact with research partners looking for collaboration opportunities in the field of pharmacy research.

For further information please contact [education@ipsf.org](mailto:education@ipsf.org) using the subject heading 'Pharmacy Education Research Coordinator interest'.

### Internship Coordinator

The Internship Coordinator is responsible for developing and organizing internship opportunities available for IPSF members and coordinating all process leading up to the placement of IPSF interns in the relevant institutions. This includes but not limited to:

- Maintaining contacts with existing partners who provides internship placements for IPSF
- Reaching out to other external institutions to develop new internship opportunities
- Collaborating with internship provider the terms and conditions for the internship placement
- Promoting available internship placements to IPSF members



- Becoming the primary contact for questions regarding available internship and internship application submission
- Coordinating the application selection process together with the internship provider and IPSF Pharmacy Education Committee
- Assisting the selected interns with their placement in the relevant institutions
- Following up with both interns and internship providers regarding the result of the internships.

The Internship Coordinator will mainly work together with Chairperson of Pharmacy Education throughout all this process, additionally they will collaborate with Chairperson of Public Health regarding WHO related internships and Chairperson of External Relations regarding other external partners who can provide internship placement for IPSF members.

For further information please contact [education@ipsf.org](mailto:education@ipsf.org) using the subject heading 'Internship Coordinator interest'.

## Pharmacy Education Advocacy Coordinator

The Pharmacy Education Advocacy Coordinator is responsible for coordinating and establishing policy within the Pharmacy Education Portfolio.

This position will be co-opted onto the Policy and work closely with the Policy Coordinator and Research Coordinator to establish IPSF Policies on issues pertaining to Pharmacy Education. Additionally the Coordinator is expected to work closely with the Chairperson of Pharmacy Education supporting the relationships with FIPed.

The ideal candidate should have knowledge of Policy development and excellent English skills. You should expect to spend around 15 hours a week on this position.

For more information please contact [education@ipsf.org](mailto:education@ipsf.org) using the subject heading 'Pharmacy Education Advocacy Coordinator'.

## Pharmacy Education Committee (PEC) (10 Members)

PEC shall assist the Chairperson of Pharmacy Education and the Coordinators under the Pharmacy Education portfolio. While committee members have the opportunity to become involved in any aspect of the Pharmacy Education portfolio, the committee is divided into subcommittees with specific roles and responsibilities. Please see below for the descriptions of each committee role. When applying for position in PEC, please indicate your preference for which subcommittee or editor role you would like to apply to.

### Research Subcommittee (3 members):

- Tasks and Responsibilities:
  - Work closely in collaboration with and under the direction of the research coordinator



- Assist in creating and designing research projects that align with the vision and strategic plan of the PE portfolio
- Assist in the implementation of current research projects, including the design of strategies to increase survey response rates
- Assist in data analysis
- Assist in writing manuscripts for publication for completed projects
- **Benefits:**
  - *Learn about research methodology and scientific writing.* The first part of the mandate will be used for skills building in order to teach committee members the foundational skills they will need for the rest of the mandate
  - *Become involved in a project from initiation to completion.* For each research project, there is an opportunity to become a member of the project's working group, which is assigned to the project for its entire duration
  - *Have the chance to be an author on a publication.* Each completed project will be submitted for publication.
- **Expectations**
  - The amount of work and busy times for the sub-committee would ebb and flow based on the
  - This subcommittee is ideal for someone who is interested in international research, is self-motivated, and has had at least some prior research experience.

#### **Programming Subcommittee (3 members):**

- **Tasks & Responsibilities**
  - Work closely in collaboration with the Chairperson of Pharmacy Education
  - Assist in the planning and execution of conference workshops and symposiums, including but not limited to: the Educational and Scientific Symposia IPSF World Congress, workshops at IPSF World Congress, sessions at FIP World Congress
  - Maintain the IPSF speaker database
  - Plan and implement educational programming for our members throughout the year. Examples include podcasts, webinars, online debates/discussions, e-learning content
  - Provide assistance and advice on symposium topics and speaker suggestions to Member Associations and IPSF Regional Working Groups
- **Benefits:**
  - *Build your network with innovators and leaders around the world.* A large part of programming includes contacting and communicating with speakers, which provides a lot of networking opportunity
  - *Gain valuable project planning skills.* The first part of the mandate will be used for skills-building in order to educate subcommittee members about international educational event planning. Then you will have the opportunity to develop those skills by applying them to IPSF's major programming events.



- *Gain experience in teaching and presenting.* This sub-committee offers the opportunity to educate students, whether through online media outlets or at IPSF World Congress workshops
- Expectations:
  - Time-management skills is essential, as planning for large events is longitudinal and occurs throughout the year.
  - The busiest times, however, are usually are: December through March (confirming speakers for World Congress); January-February (writing session proposals for FIP Congress); June-July (final preparations for World Congress)

#### **Advocacy Subcommittee (2 members):**

- Tasks & Responsibilities:
  - Work closely with the Pharmacy Education Advocacy Coordinator and relevant members of the Media and Publications Portfolio
  - Create a communication strategy to promote awareness of PE initiatives and projects to our members. This includes, but is not limited to: creating regular and frequent social media PE updates for our members, keeping members informed of current global news/trends in pharmacy education; advising members how they can become involved in current PE initiatives; writing short
  - This also involves working closely with other members of the PE portfolio to effectively promote internship calls and research surveys
  - Assist the PE Advocacy coordinator in creating guidelines for member associations to help them implement their own local PE projects
- Benefits:
  - *Gain valuable experience in social media and marketing strategy.* By working closely with the Media and Publications Portfolio, you would have the opportunity to apply what you learn to the PE portfolio by developing a marketing strategy from the ground up
  - *Stay up to date in pharmacy and pharmaceutical sciences education trends and events.* This would put you in a position to stay current and knowledgeable of pharmacy education on a global scale
  - *Improve teamwork skills.* For this position, it is essential to work closely with every member of the PE portfolio and members of other portfolios, giving you a unique opportunity to practice communication and collaborative skills within a large international student organization
- Expectations:
  - This subcommittee is ideal for someone with excellent written communication skills, awareness and interest in pharmacy education global trends, and proficiency in using social media. Design experience and creativity are also a plus.
  - The workload for the position would mostly be consistent throughout the year, as the content for social media posts would need to be created at frequent and regular intervals



### Phuture Editor

- Tasks & Responsibilities:
  - Reach out to organizations and individuals to promote the publication and seek article submissions
  - Critically review all Phuture article submissions
  - Advise authors of any changes they need to make to their article in order to ensure a minimum quality standard for the publication
  - Communicating with authors regarding the status of their article submission
- Benefits:
  - *Network with students and academics around the world.* The editor would be the primary point of contact for all authors
  - *Gain valuable skills in scientific writing.* The initial part of the mandate would be used to provide education on critical literature evaluation, methodology assessment, scientific writing standards, and citation standards; all skills that are highly valued in any potential job market.
- Expectations:
  - Workload is primarily dependent on frequency and timing of article submissions.
  - The ideal candidate is someone who is organized, self-motivated, and has some prior experience in literature evaluation

### Pharmacy Education Newsletter (PEN) Editor

Background: PEN is a sub-division of the IPSF Newsletter that contains articles related to pharmacy education. Its purpose is to serve as a platform for students to share their experiences with each other. Examples include: increasing awareness of student issues or concerns, providing perspectives on local, national, or international trends, sharing stories of PE projects that have been implemented, and providing advice to other students.

- Tasks & Responsibilities:
  - Reach out to organizations and individuals to request article submissions
  - Critically review all PEN article submissions for quality and relevancy of content
  - Communicating with authors regarding the status of their article submission
  - Write editorials for each edition
- Benefits:
  - *Network with students and academics around the world.* The editor would be the primary point of contact for all authors
  - *Gain valuable experience in organizing and reviewing a publication.*
  - *Be in a position to affect positive change.* By having the responsibility of soliciting article contributions and guiding overall newsletter content, the member in this position has the ability to raise awareness of key educational issues and promote change
- Expectations:



- The IPSF Newsletter is published 4 times a year and the workload fluctuations based on publication times.

For further information or to submit your form please contact [education@ipsf.org](mailto:education@ipsf.org) using the subject heading 'PEC interest'.

## 9. Media and Publications Portfolio

### Editorial Coordinator

The IPSF Editorial Coordinator is responsible for supervising both the Editorial and Translation Committees in collaboration with the Chairperson of Media and Publications. The Editorial Coordinator is charged with ensuring all IPSF publications and social media content is proofread, free from errors, and contain only original content. The Editorial Coordinator will receive tasks from the Chairperson of Media and Publications and will delegate assignments to the Editorial and Translation Committees as appropriate. Work will require active feedback and coordination between multiple portfolios on a regular basis and candidates should anticipate the need to communicate on a daily basis. During peak production times, the workload can be demanding and the Editorial Coordinator will need to triage projects to ensure on time delivery of projects from all portfolios. The candidate can anticipate a time commitment of approximately 15 hours per week.

#### Position Qualifications

##### Required:

- Fluency in English
- At least one year of previous editorial experience i.e. IPSF Editorial Committee, regional or national level editorial committee, or professional journal/publication
- Exceptional time management and communication skills
- Daily or bi-daily access to the internet and IPSF Gmail account

##### Desired:

- Multilingual candidates will be given preference

For more information, please contact [publications@ipsf.org](mailto:publications@ipsf.org) with the subject heading 'Editorial Coordinator Interest'

### Editorial Committee (EC) (3 Members)

This Committee is chaired by the appointed Editorial Coordinator and is responsible for proofreading all documents intended for distribution within or outside the Federation. During peak production times candidates can anticipate a time commitment of 10 hours per week.

#### Position Qualifications

##### Required:



- Native (or advanced) English speakers
- Daily or bi-daily access to the internet

Desired:

- Previous editorial experience i.e. IPSF Editorial Committee, regional or national level editorial committee, or professional journal/publication

For more information, contact [publications@ipsf.org](mailto:publications@ipsf.org) with the subject heading 'Editorial Committee Interest'.

## Translation Committee (3 Members)

This Committee is chaired by the appointed Editorial Coordinator and is responsible for translating all major IPSF publications into the IPSF Official Languages. The Committee will consist of three members, one member each for French, Spanish, and Arabic. Projects will include translation of both newly created documents and important archival materials to be made available on the IPSF website -- [ipsf.org](http://ipsf.org). Committee members can anticipate a time commitment of at least five hours per week.

Position Qualifications

Required:

- Fluency in English and at least one other IPSF Official Language (French, Spanish, Arabic)
- Daily or bi-daily access to the internet

Desired:

- Previous experience in translating materials i.e. regional translations committee

For more information, please contact [publications@ipsf.org](mailto:publications@ipsf.org) with the subject heading 'Translation Committee Interest'

## Marketing/Branding Coordinator

The IPSF Marketing/Branding Coordinator is responsible for defining digital marketing strategies promoting IPSF activities as well as the image for the IPSF brand, particularly IPSF merchandise, under the supervision of the Chairperson of Media and Publications. The MB Coordinator will develop targeted promotions tailored to particular IPSF audiences such as new members, external partners and sponsors. The MB Coordinator will supervise the Design and Creativity Committee as well as the Merchandise Manager in executing work product in line with the marketing strategy. The MB Coordinator will also work in collaboration with the Regional Media and Publications Offices to assist in the design of regional level marketing and branding strategies. The MB Coordinator will collaborate with the Social Media Coordinator to ensure consistency and quality of the IPSF brand is maintained on all social media channels.

Generally, the MB Coordinator works closely with the Chairperson of Media and Publications throughout the year in creation of digital promotional materials including social media campaigns as well as design layout for IPSF publications. The MB Coordinator will assist all IPSF portfolios in



developing strategies to maximize the reach of IPSF globally. Candidates for the position can anticipate a consistently high level of demand for work product requiring at least 15 hours per week of work and will need to appropriately manage the prioritization of multiple simultaneous projects.

#### Position Qualifications

##### Required:

- At least one year of previous design and/or marketing experience i.e. IPSF Design and Creativity Committee, regional or national level design committee, or professional employment
- Familiarity and competency in the Adobe Design Suite (particularly In Design, Photoshop and Illustrator) as well as video editing in any platform
- Exceptional time management and communication skills
- Daily or bi-daily access to the internet and IPSF Gmail account

##### Desired:

- Previous experience in managing large teams
- Familiarity with project management and planning tools

For more information, contact [publications@ipsf.org](mailto:publications@ipsf.org) with the subject heading 'Marketing/Branding Coordinator Interest'

## Design and Creativity Committee (DCC) (8 Members)

The DCC is chaired by the Marketing/Branding Coordinator and is responsible with completing designs for all areas of IPSF marketing i.e. social media, publications, video/web-based learning, IPSF merchandise. The DCC serves all IPSF portfolios and can also provide assistance to the Regional Media and Publications Officers on large-scale inter-regional projects. Although this is a Committee, work is generally carried out individually or in small groups based on the members' aptitudes and skills in different kinds of media. Within the eight member team, we will be seeking 3 members to work primarily on promotional materials for social media, 2 members dedicated to assisting with production IPSF publications, 2 members to develop video content including webinars and online tutorials, and 1 member responsible for merchandise design. When applying candidates should specify the desired position within the DCC team and provide sufficient evidence to demonstrate competency in that sub-specialty. Candidates can anticipate a consistent work flow throughout the year with peaks around IPSF Public Health and Professional Development events as well as publication deadlines, averaging 10 hours per week.

#### Position Qualifications

##### Required:

- Extensive experience in using common graphic design tools such as Adobe Photoshop®, Adobe Illustrator® and most importantly Adobe InDesign® and/or video editing tools.



Note: IPSF does not currently have licenses to any design software although we are working on procuring access. Therefore, candidates must be able to access the aforementioned tools on a consistent basis independently.

- Consistent access to internet

Desired:

- Previous experience on a design team i.e. IPSF DCC, regional or national association level, or professional employment
- 

For more information, contact [publications@ipsf.org](mailto:publications@ipsf.org) with the subject heading 'DCC Interest'

## Merchandise Manager

The Merchandise Manager is a newly created position charged with re-designing and managing the IPSF Online Store. Overall website development will be handled by the Website Manager and external resources. The Online Store will be created using a pre-existing online tool, therefore only basic web managing skills are required. The Merchandise Manager will be in charge of updating the merchandise database, negotiating any new contracts for replenishing merchandise, and management of worldwide shipment of goods. The Merchandise Manager will work under the supervision of the Marketing/Branding Coordinator and with the assistance of the IPSF Treasurer to fix price points for sales. The Merchandise Manager will also be responsible for coordinating the delivery/return and sales strategy for all merchandise available during Regional Symposia and World Congresses (IPSF and FIP). Candidates can anticipate a time commitment predominately during IPSF events and during the redevelopment of the Online Store of approximately 5 hours per week. Throughout the year, batch shipments are likely to require only 2-3 hours per week.

Position Qualifications

Required:

- Consistent access to internet and the IPSF Gmail account
- Familiarity with online marketplace development and maintenance

Desired:

- Previous experience in marketing and design
- Ability to travel to IPSF World Congress to supervise the IPSF Store and merchandise sales

For more information, contact [publications@ipsf.org](mailto:publications@ipsf.org) with the subject heading 'Merchandise Manager Interest'

## Social Media Coordinator

The Social Media Coordinator will supervise all IPSF social media accounts and the IPSF Website, as well as analyse statistics to optimize reach rates and impact of online presence. The Social Media Coordinator is responsible for providing monthly reports to the Chairperson of Media and Publications about the performance of IPSF social networks. The Social Media Coordinator is responsible for implementing the IPSF branding strategy created by the Chairperson of Media and



Publications and the Marketing/Branding Coordinator. The Social Media Coordinator will also work in collaboration with the Regional Media and Publications Officers to ensure continuity of information flow and improve the visibility of regional media to the overall IPSF viewership. Candidates can anticipate a time commitment of at least 15 hours per week with the potential for greater commitment requirements during peak promotional periods i.e. IPSF events and large-scale media campaigns

#### Position Qualifications

##### Required:

- Daily or bi-daily access to internet and the IPSF Gmail account
- Previous experience as a social media site administrator with knowledge of backend statistical analysis

##### Desired:

- Previous web development experience to assist the Website Manager

For more information, contact [publications@ipsf.org](mailto:publications@ipsf.org) with the subject heading 'Social Media Coordinator Interest'

## Social Media Committee

The Social Media Committee is chaired by the Social Media Coordinator and it is concerned with IPSF Social Media presence including but not limited to: Facebook, Twitter, and Instagram. For the coming term, IPSF is seeking one candidate to be solely responsible for each of the IPSF accounts on Facebook, Twitter, and Instagram. Candidates can anticipate a time commitment of at least eight hours per week consistently throughout the year.

#### Position Qualifications

##### Required:

- Daily or bi-daily access to the internet
- Previous experience using social media platforms

##### Desired:

- Previous experience as a social media site administrator with knowledge of backend statistical analysis

For more information, please contact [publications@ipsf.org](mailto:publications@ipsf.org) with the subject heading 'Social Media Committee Interest'

## Website Manager

The Website Manager will work under the supervision of the Social Media Coordinator and in collaboration with the Regional Media and Publications Officers. The Website Manager will be responsible for assisting in the initial redevelopment and restructuring of the IPSF Website, as well as the site's continual maintenance and improvement. The Website Manager will be responsible for



ensuring ipsf.org is the primary resource for the latest information on IPSF and that all content i.e. publications released on social media are high quality in format, relevance and timeliness. Candidates can anticipate a time commitment of at least 15 hours per week at the onset of the term and consistently eight hours per week once the site has been re-established.

#### Position Qualifications

##### Required:

- Daily or bi-daily access to the internet and IPSF Gmail account
- At least one year experience managing a website with specific knowledge of site development in Word Press

##### Desired:

- Previous experience in graphic design

For more information, please contact [publications@ipsf.org](mailto:publications@ipsf.org) with the subject heading 'Website Manager Interest'

## 10. Student Exchange Portfolio

### Student Exchange Committee (SEC) (10 Members)

The Student Exchange Committee (SEC) consists of ten members. SEC members have to be former Student Exchange Officers (SEOs). The main duty of this Committee is to provide guidance and ensure the smooth and fair running of the IPSF Student Exchange Programme (SEP).

As a SEC member you are required to be in constant communication with the Chairperson of Student Exchange and assist them with work in the following areas:

- Help IPSF member organisations in establishing or improving their exchange programmes in a scheme known as the SEC Buddy Program.
- Work on improving the documents/guidelines/manuals, in order to improve the workflow of the Student Exchange Officers.
- Managing the promotional aspects of SEP, in collaboration with the Media and Publications portfolio.
- Lead SEO meetings, organise SEO trainings, keeping constant contact with Student Exchange Officers.
- Oversee the Student Exchange Database and aid in resolving disciplinary issues arising in the programme.
- Decide together with the Chairperson of Student Exchange, Treasurer, DF Coordinator and DF Committee the DF SEP Grant recipients.



- Promote and investigate the implementation of SEP in IPSF Member associations who are not part of the project yet, as well as in all non-IPSF Member countries, in collaboration with the Regional Offices.

The Chairperson of Student Exchange and SEC members gather for a meeting once a year, where important issues pertaining to SEP are discussed. It is usually held after the second IPSF Executive meeting (usually March-April) but when and where it is held is up to the Chairperson and SEC members of the particular work year.

SEC members are required to be contactable regularly via email and need to be able to respond promptly to messages. Hence good and regular email access is required. A time commitment of about 15 hours per week can be expected.

For further information please contact the Chairperson of Student Exchange at: [sep@ipsf.org](mailto:sep@ipsf.org) using subject heading 'SEC interest'.