



Business Plan for School of Pharmacy Program Coordinator

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BACKGROUND

- Several studies have researched student performance and satisfaction while being enrolled in a dual PharmD program.^{3,4,5}
- There is often disconnect between pharmacy and graduate schools regarding communication and advising.
- Students enrolled in a current dual PharmD program could benefit from added mentoring and advising services.

Promotional Strategies

- The program coordinator will promote their position and job by forms of electronic communication such as email, SOP website, and blackboard.
- The employee will also host informational sessions during common hour at SOP and open-door hours in their office to engage current and future students.

Implementation Strategy

- This position would be implemented in Fall of 2023 with week 1 of the plan initiating June 1st, 2023.
- This allows the employee to become trained in current academic schedules for dual degrees while also giving them time to set up online information about their new position.

Current Business

- SIUE SOP offers four dual degree programs.
- Academic advising for pharmacy curriculum and master's program advising are currently offered to students.²
- No program coordinator acts as a liaison between the different schools.

Financial Analysis

- The salary for this position will take into account a 15% increase in job duties to the employee's current job and a 3% increase based on cost-of-living.
- Taking these items into account a salary of \$53,347.51 or higher would be appropriate.
- Additional expenses include office supplies, technology upgrades, and possible changes in office space to accommodate for the new position.

Exit Strategy

- If the service is abandoned, the employee filling the position will resume their previous job duties prior to taking on the extra program coordinator duties.

Operational Plan

- This position would not add additional personnel to the SOP.
- This position will add job duties and responsibilities to a current pharmacy academic advisor within the SOP. It will be part-time during registration and enrollment and will make up an additional 15% of the current staff's position.
- Students pursuing dual degrees such as MBA have enhanced education on business processes and therefore, can create more efficient processes. These processes have several potential benefits such as reduced errors, increases patient care time, and better outcomes.

CONCLUSION

- It has been found that there is a disconnect between pharmacy and graduate schools in advising. A solution for this would be to create a program coordinator within the SOP.
- This business plan should be implemented in Fall of 2023.
- By creating this position within the SOP it will improve communication and streamline the departments in the school so that it will benefit all students enrolled in the dual PharmD program.

Type of Expense	Cost
Employee Salary	\$53,347.51