Connecting a World of Pharmaceutical Knowledge

Proposal Reviewer for Education Content Position Description

Updated on 30 July 2012

Content Evaluation Team Overview:

A virtual committee meeting on an ad hoc basis; most activity to be carried out individually as an SME. Role is to: Solicit and evaluate proposals for appropriate content, and recommend appropriate Continuing Education formats (i.e., conferences, training, publications, and on-line learning).

Position Purpose and Objectives:

Objective is to review proposals received for ISPE education products from members and industry at-large to determine topic relevance and importance for potential education products.

Main workload (at present) will be in the fall, when proposals relating to the Annual Meeting need to be reviewed. About 150 proposals are anticipated with 20 or so proposals per area of expertise.

Other calls for proposals will be issued for other conferences as needed.

Appointed by: Committee Chair

Responsibilities of this Position:

Review and evaluate proposals related to areas of expertise and recommend appropriate knowledge dissemination.

Skills/Experience Requirements for this Position:

At least 5 years experience in one of the areas of expertise (the link will provide the details of each of the **Technical Knowledge Elements**

- Product Development
- Facilities and Equipment
- Information Systems
- Supply Chain
- Production Systems
- Regulatory Compliance
- Quality Systems

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: >0 to 5 Hours

Work will be **intermittent** (see objectives section above)

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: Proposals will be entered in assessment software; no other format will be accepted. SPM will identify appropriate SME(s) and assign proposal for assessment

Expected from the volunteer (or his/her employer): Assessment and recommendation within 10 days of receipt. Internet access; software accessed via ISPE website.

Meeting Schedule and Attendance Requirements:

Virtual only; primarily working alone and to own schedule

Occasional teleconference

Requirement:

Submit professional Curriculum Vitae or Resume

Volunteer Expectations

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

If you are interested in volunteering for this position please click the link to complete a Volunteer Profile

http://www.ispe.org/volunteerprofile