Deputy Registrar
Career Opportunity

Promoting excellence within the pharmacy profession, the Nova Scotia College of Pharmacists is the regulatory body for pharmacists and pharmacy technicians licensed to practice within the province. Under provincial legislation, the College is mandated to govern the practice of pharmacy in Nova Scotia in the interest of the health and well-being of the public. In an evolving health care system where the Pharmacy Act in Nova Scotia has broadened pharmacists’ scope of practice and ability to serve patients, and has enabled the regulation of pharmacy technicians, there has never been a more exciting time to join the team at the Nova Scotia College of Pharmacists.

Reporting to the Registrar, the Deputy Registrar will assist the NSCP in achieving its strategic goals and will be responsible for the management of essential NSCP programs with a focus on:

- quality assurance
- professional accountability
- pharmacy registrations and audits
- patient safety
- special projects

The Deputy Registrar will assume the responsibilities of the Registrar when necessary and therefore will keep abreast of trends in pharmacy practice and demonstrate a commitment to working with multiple stakeholders – both internal and external to the organization.

The Deputy Registrar will have a demonstrated ability to think strategically and objectively, supported by strong interpersonal skills and sound judgement. Essential for this position are strong organizational, tactical, and time-management skills; excellent oral and written communications skills; and an open, solution-oriented attitude.

Under the direction of the Registrar, the key duties and responsibilities of the Deputy Registrar include:

- Supporting the Registrar in the leadership and management of the organization, being prepared to assume the responsibilities of the Registrar if necessary as set out under the Pharmacy Act.
- Establishing and cultivating effective relationships with the NSCP’s key internal and external stakeholders, and with the NSCP’s committees and legal counsel.
- Liaising with national and provincial colleagues to address pharmacy regulatory issues.
• Serving as the NSCP delegate on various provincial and national committees.

• Directing the delivery of a fair and effective professional accountability process, including establishing and implementing professional accountability policies and procedures and supervising the Manager of Professional Accountability and Coordinator of Professional Accountability in fulfilling their responsibilities.

• Directing and overseeing the NSCP’s accreditation and licensing of pharmacies.

• Directing and managing the pharmacy inspection process, including supervising the NSCP's inspectors.

• Participating in the development of strategic responses to current pharmacy issues, and in the development and implementation of legislation, standards of practice and other practice rules for the profession.

• Supporting Council committees in fulfilling their responsibilities.

• Managing payroll including monitoring the expense claims of inspectors, coordinating staff recruitment and selection processes, and managing the NSCP’s employee group insurance policy.

• Directing and managing key projects as assigned.

The successful candidate must be registered or eligible for registration as a pharmacist in Nova Scotia and have at least five years’ experience as a practising pharmacist.

Experience in administrative decision-making and supervisory management is essential.

To apply for this position, forward your resume in confidence to:
Deputy Registrar Selection Committee
Nova Scotia College of Pharmacists
1559 Brunswick St., Suite 200
Halifax, NS B3J 2G1
E-mail: info@walkerlaw.ca

Closing date: November 13, 2015