Employment Opportunity
Professional Accountability Administrative Assistant

POSITION DESCRIPTION
The Nova Scotia College of Pharmacists (NSCP) requires a full time Professional Accountability Administrative Assistant to join its highly motivated and skilled staff team. The NSCP is the regulatory authority for the practice of pharmacy in Nova Scotia with a mandate to protect and promote the public’s health interest. The NSCP oversees the registration of pharmacy professionals and pharmacies, sets the standards of practice for pharmacy professionals, establishes quality assurance programs, and investigates and addresses complaints and concerns related to pharmacies and pharmacy professionals following the professional accountability processes set out in legislation.

Working in a team environment, the Professional Accountability Administrative Assistant will be required to provide a full range of duties with a high degree of competence and independence. The incumbent will exercise sound judgment, maintain a professional demeanor and exercise strong organizational and communication skills.

As an organization, the NSCP is committed to accountability, fair process, evidence-informed health care practice, collaboration, and continuous quality improvement. The NSCP is looking for a candidate who shares in its commitment to safeguarding the public’s health interest and has a willingness to work together as part of a team.

Accountabilities
As the successful applicant, you will provide administrative support to the Professional Accountability Manager and assist in the coordination of the professional accountability (PA) processes. This includes preparing letters to registrants and complainants, monitoring and tracking key activities of a professional accountability file, preparing documents for signing, and preparing and distributing letters of disposition/resolution and following up as required. You will provide support to the NSCP’s Professional Accountability Committees, including coordinating training, compiling and distributing meeting packages, organizing catering, and preparing minutes of meetings. Additional responsibilities include overseeing the random drug testing procedure for the NSCP and monitoring compliance with requirements of all complaint dispositions, settlement agreements, interim/remedial agreements and Hearing Committee sanctions. The Professional Accountability Administrative Assistant will manage the financial activities related to the PA process and oversee the management of pharmacy drug loss and
theft reports as well as provide administrative support to Council and committees, assist with general office needs, and assume other responsibilities as needed to cover for the absence of other staff due to vacations or illness.

**Education, Experience and Skills**

As the successful candidate, you have a recognized Administration or Business Certificate/Diploma or equivalent post-secondary education. You have a minimum of three years experience in a professional and/or legal environment and a minimum of three years experience with financial administrative activities. You are proficient with computer programs (i.e. Microsoft Office Professional Suite, Adobe, G Suite). Experience working in a regulatory and/or legal environment is considered an asset, as is familiarity with project management software, experience with minute writing and an interest in administrative law and professional accountability.

You are honest and ethical in professional and business dealings, respectful, open-minded and non-judgmental in dealing with all people. You possess strong negotiation and conflict management skills and have an ability to establish and maintain effective working relationships.

**Salary**

Salary is commensurate with education and experience.

**Application**

To apply, please send your resume and cover letter to careers@nspharmacists.ca by January 12, 2018. The NSCP appreciates all applications received; however, only those selected for an interview will be contacted.