Career Opportunity - Pharmacy Practice Manager

POSITION DESCRIPTION

The Nova Scotia College of Pharmacists (NSCP) requires a full-time Pharmacy Practice Manager 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.

The Pharmacy Practice Manager oversees the implementation and maintenance of the framework for pharmacy practice standards and policies for pharmacy professionals and pharmacies in Nova Scotia as established by Council. The Pharmacy Practice Manager also acts as a primary resource in responding to inquiries regarding pharmacy practice.

Working in a team environment, the Pharmacy Practice Manager operates with a high degree of competence and independence. The incumbent exercises sound judgment, maintains a professional demeanor and exercises strong organizational and communication skills.

The Nova Scotia College of Pharmacists regulates community pharmacy practice. As an organization we are committed to accountability, fair process, evidence-informed health care practice, collaboration, and continuous quality improvement. We are looking for a candidate who shares our commitment to safeguarding the public’s health interest and a willingness to work together as part of a team.

RESPONSIBILITIES

The Pharmacy Practice Manager advises the Registrar and Council on the ongoing relevance and effectiveness of the NSCP’s pharmacy practice governance framework which involves monitoring current and anticipated pharmacy practice trends to ensure consistency with best practice. The Pharmacy Practice Manager collaborates, establishes, and nurtures relationships with multiple stakeholders.
The Pharmacy Practice Manager responds to pharmacy practice-related inquiries and issues from external stakeholders. This includes researching, documenting and synthesizing information and providing a response.

The Pharmacy Practice Manager completes an ongoing review and revision of the NSCP’s pharmacy practice governance tools (e.g. standards, policies, positions statements, Code of Ethics), organizes the NSCP’s pharmacy practice advisory committees and coordinates meetings of ad-hoc advisory groups that inform the NSCP on specific pharmacy practice issues. The Pharmacy Practice Manager also contributes to the annual operational plan and budget consistent with the NSCP’s strategic plan.

EDUCATION, EXPERIENCE AND REQUIREMENTS

As the successful candidate you have a Bachelor of Science degree in Pharmacy and are licensed (or eligible to be licensed) to practice in the province of Nova Scotia. You have a minimum of 7 years’ experience in community pharmacy practice and possess a superior knowledge of practice standards, policies and guidelines. You will also have experience in policy development and project management. Experience in administrative law and/or regulation would be considered an asset.

As the successful applicant, you take a logical approach to planning and problem solving. You analyze issues and problems systematically and thoroughly, and exhibit initiative, strong leadership skills and a “can do” positive attitude. You speak and write clearly and concisely, ensuring that any key messages are relayed efficiently, effectively, and appropriately.

You are honest, respectful, open-minded and non-judgmental in dealing with all people. Possessing strong negotiation and conflict management skills, you remain focused and controlled in the face of opposing positions and have an ability to establish and maintain effective working relationships using tact and diplomacy. You are proficient in Microsoft Office Professional Suite and willing and able to learn new skills and processes quickly.

SALARY

Salary is commensurate with education and experience.

APPLICATION

To apply, please send your resume and cover letter to careers@nspharmacists.ca by Friday, February 2, 2018. The NSCP appreciates all applications received; however, only those selected for an interview will be contacted.