

Position Description

Role Title: Pharmacist Specialist, Registration and Licensure

Reports To: Manager, Registration and Licensure

Employment Status: Part-time (30 hours a week)

The [National Association of Pharmacy Regulatory Authorities](#) (NAPRA) is an alliance of the provincial and territorial pharmacy regulatory authorities across Canada, as well as the Pharmacy Services of the Canadian Armed Forces. NAPRA's members regulate the practice of pharmacy in their respective jurisdictions in Canada and their primary mandate is to protect and serve the public interest. NAPRA provides a platform for its members to discuss and take a national approach in addressing common issues in the practice of pharmacy in Canada.

Role Summary

Reporting to the Manager, Registration and Licensure, the Pharmacist Specialist, Registration and Licensure provides expertise in pharmacy practice and is a key organizational resource on NAPRA's ongoing activities relating to registration and licensure of pharmacy professionals and pharmacies and other matters relevant to NAPRA's members.

With a professional background as a pharmacy professional, the Pharmacist Specialist will bring lived knowledge and expertise to the role. The role is approximately 0.8 FTE to provide time for the Pharmacist Specialist to continue as a practising Pharmacist.

Key Responsibilities

1. Coordinate NAPRA activities related to registration and licensure in pharmacy practice, as assigned.
2. Conduct research and environmental scans and provide an informed analysis based on the results, as necessary to support key initiatives and ongoing activity related to pharmacy registration and licensure matters, and other pharmacy practice topics as assigned.
3. Provide support for Pharmacists Gateway Canada, including but not limited to: providing information on registration and licensure to support the Manager and Client Services team, summarizing technical information relevant to registration and licensure related to the program, and handling queries that require pharmacist expertise.
4. Coordinate, facilitate and support NAPRA committees or working groups of subject matter experts to support assigned initiatives, including the recruitment of subject matter experts from relevant stakeholders.

5. Engage with the federal government and other relevant stakeholders on topics related to registration and licensure or other topics as assigned, including consultation and research and analysis of the topics at hand and to support assigned initiatives.
6. Respond to external queries related to registration and licensure, and other topics, researching information as needed to do so.
7. Draft or revise documents required for the assigned projects, stakeholder consultations or other work related to registration and licensure based on research conducted and feedback of subject matter experts, NAPRA member organizations, and relevant stakeholders.

Key Qualifications

- A minimum of a Bachelor degree in pharmacy, with a current licence to practice pharmacy in a province of Canada
- A minimum of five (5) years' experience in a Canadian pharmacy practice environment
- Experience with policy research in a pharmacy or healthcare context
- Knowledge of the licensure/registration requirements for pharmacy professionals in the provinces across Canada and an understanding of the possible impacts of their differences
- Excellent problem solving, analytical, organization skills and attention to detail
- Excellent verbal and written communication skills, with experience writing within a business or healthcare context and the ability to translate complex ideas into simple statements
- Experience with project management
- Ability to develop and maintain positive working relationships both internally and externally.
- Ability to work well with committees and subject matter experts
- Ability to build collaborative relationships with multiple stakeholders
- Strong facilitation skills with the ability to build consensus from multiple perspectives
- Ability to manage complexity (competing priorities) including the ability to handle multiple tasks under pressure across multiple disciplines
- Ability to work productively independently and as part of a team environment

Additional qualifications that will be considered an asset but are not required:

- Experience in sterile compounding
- Knowledge of the international pharmacy environment and an understanding of the challenges faced by international pharmacy graduates with respect to the licensure process
- Proficiency in French

Key Behavioral Competencies:

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| • Detailed Oriented | • Problem Solving, Judgment |
| • Organizational Skills | • Initiative |
| • Leadership | • Independent Thinking |
| • Conceptual Thinking / Analytical | • Relationship Building |
| • Accountability | • Teamwork/Collaboration |

NAPRA is an equal opportunity employer and welcomes applications from all qualified candidates, irrespective of race, color, national origin, religion, gender, gender identity or expression, sexual orientation, health, disability, or age. NAPRA is committed to promoting policies internally that ensure an inclusive and respectful work environment where staff from all backgrounds, cultures, and personal experiences are supported.