

Role title:	Pharmacist Specialist, Professional and Regulatory Affairs
Reports to:	Senior Pharmacist Specialist, Professional and Regulatory Affairs
Employment Status:	Part-time (3-days per week)

Role Summary

The Pharmacist Specialist is a member of the Professional and Regulatory Affairs team at the National Association of Pharmacy Regulatory Authorities (NAPRA).

The Pharmacist Specialist provides expertise in pharmacy practice that can be applied to NAPRA's ongoing professional and regulatory affairs activities. This includes, but is not limited to, supporting NAPRA's National Drug Schedules (NDS) program, supporting NAPRA projects such as document development, and conducting research and environmental scans to support NAPRA's work or that of its Members, all of which include engagement with key interested parties. The role is part-time (0.6 FTE) to provide time for the Pharmacist Specialist to continue as a practicing pharmacist, in order to bring lived knowledge and expertise to the role.

Key Responsibilities

National Drug Schedules

- Support the National Drug Schedules program.
- Support the maintenance of the NDS database, ensuring updates are completed in a timely manner.
- Support the National Drug Scheduling Advisory Committee in its review of submissions and in coordinating its meetings.
- Research and summarize scientific information relevant to the NDS program.
- Identify and recommend opportunities for continuous improvement of NDS procedures.
- Contribute to NAPRA's response to external inquiries related to drug scheduling.
- Draft or prepare documents including, but not limited to, correspondence, briefings and reports, related to the NDS.

Document Development

- Support the development of NAPRA documents related to professional practice or the regulation of practice, including the working groups of NAPRA member organizations, external parties and subject matter experts.
- Conduct research and environmental scans related to the subject of the document under development and provide an informed analysis based on the results.

Position Description

- Draft or prepare documents including, but not limited to, correspondence, briefings and reports, related to NAPRA document development.
- Meet established project plans, deliverables, and timelines.

Pharmacy Practice

- Contribute to NAPRA's response to external queries related to pharmacy practice and regulatory topics, researching information as needed to do so.
- Provide support for NAPRA's engagement with the federal government and other relevant parties, including research and analysis of the topics at hand.
- Assist in the preparation of responses to federal government and other external party consultations in consideration of, but not limited to, research conducted and feedback of subject matter experts, NAPRA member organizations and relevant external organizations.
- Conduct research and environmental scans for initiatives related to pharmacy practice or regulatory matters and provide an informed analysis based on the results.
- Coordinate, facilitate and support committees, working groups and information-sharing groups composed of NAPRA member representatives, external parties, and subject matter experts as requested.
- Engage with relevant organizations to support assigned projects, including meeting facilitation and building consensus amongst multiple parties with a diversity of viewpoints.
- Draft or prepare documents including, but not limited to, correspondence, briefings and reports, related to NAPRA work.

Other duties as assigned by the Chief Executive Officer (CEO)

Qualifications and Skills

- Licensed as a pharmacist in at least one Canadian jurisdiction.
- Ongoing experience working as a licensed pharmacist in at least one Canadian jurisdiction of at least 3-5 years duration.
- Experience with drug information and policy research in a pharmacy or healthcare context.
- Ability to work well with committees, working groups, and subject matter experts.
- Proficiency with Microsoft Office.
- Excellent verbal and written communication skills.
- Hospital practice experience would be an asset.
- Ability to facilitate meetings and build consensus among multiple parties with different viewpoints would be an asset.
- Project management and facilitation experience would be an asset.
- Proficiency in French would be an asset.

Behavioural Competencies

- Excellent organizational skills and attention to detail.
- Strong interpersonal skills to build relationships with colleagues and interested parties.
- Strong cognitive skills, to assess complex situations and utilize judgement and problem-solving skills.
- Ability to perform well in a fast-paced environment and under pressure.
- Ability to successfully adhere to deadlines associated with key deliverables.
- Ability to manage multiple projects at a time, managing time effectively to complete assigned projects.
- Adaptability and willingness to shift priorities if required.
- Self-starter, and willingness to take on new initiatives, when appropriate.
- Accountability for work and actions.
- Ability to work independently or collaboratively with others as needed.
- Reliability, punctuality and dependability.
- Conceptual thinking with good analytical skills.

Work Location

- As NAPRA does not have a physical office location, work predominantly in one's primary residence in a workspace that is conducive to the performance of one's work.
- Attend various meetings in person as required, such as, but not limited to, meetings of committees, working groups and the NAPRA Board, as well as conferences and meetings with external parties.
- Attend NAPRA hybrid days which allow for in-person meetings of the team in Ottawa. In-person participation is preferable where possible and reasonable.

About NAPRA

The National Association of Pharmacy Regulatory Authorities (NAPRA) is a not-for-profit organization incorporated under the Canada Not-for-Profit Corporations Act. Founded in 1995, NAPRA is the alliance of the provincial and territorial pharmacy regulatory authorities across Canada as well as the Canadian Forces Health Services. 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.

NAPRA's team is currently comprised of 12 employees and numerous consultants. NAPRA is an equal opportunity employer and welcomes colleagues regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability or any other ground prohibited by

Position Description

human rights legislation. 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.