

Employment Opportunity – Field Officer

The Saskatchewan College of Pharmacy Professionals is offering an opportunity to interested individuals to contribute towards achieving our self-governing, public protection mandate. We are currently looking for a dynamic pharmacist to join our Field Operations team as a **Field Officer**. The ideal candidate will be highly motivated and progressive with excellent communication and interpersonal skills who is able to perform effectively both independently and in a team environment. Assets include administrative, organizational and time management skills, working knowledge of pharmacy legislation and its application to practice, and knowledge of Microsoft computer programs.

Hours: full-time Monday to Friday 8 a.m. to 4:30 p.m. (closed noon to 1 p.m. for lunch)

Location: Regina, Saskatchewan

Job Description

Duties

Reporting to the Assistant Registrar – Field Operations/COMPASS Lead

Ensuring patient safety and safe drug distribution is provided in proprietary pharmacies by competent members, practicing to the Model Standards of Practice for Canadian Pharmacists and Pharmacy Technicians:

- conducting routine reviews/visits of pharmacies as per quality assurances/improvement process and to ensure compliance with the NAPRA Model Standards of Practice
- conducting inspections of new pharmacies (pre-opening) and relocations of pharmacies and renovations as required as well as ensuring any deficiencies are corrected
- working with the field operations team to enhance the use of tools in the in1touch database to collect data and review statistics to ensure the continuous quality improvement of field operations
- supporting members and proprietors with practice issues as per legislative, standards and guidelines
- responding to practice inquiries from members
- provide support and information to the Assistant Registrar – Field Operations/COMPASS Lead as required

General Duties

- advising the Assistant Registrar – Field Operations/COMPASS Lead on professional practice issues
- providing required staff support for committees
- promoting the pharmacist's role in the Health Care Team to other health care stakeholders
- other duties as may be assigned or required by the Registrar

Skills and Experience

- Bachelor of Science in Pharmacy
- licenced member of the Saskatchewan College of Pharmacy Professionals or eligible for licensure with the Saskatchewan College of Pharmacy Professionals
- advanced knowledge of pharmacy related legislation and ability to interpret and apply knowledge
- strong verbal and written communication skills
- working knowledge of computer software systems (Microsoft)
- enhanced time management skills, with the ability to multi-task, prioritize workload and meet deadlines
- ability to work independently in a self-directed environment as well as part of a team
- exhibit professional and ethical conduct at all times

Travel: This position will require some travel within Saskatchewan, however with the incorporation of technology, the College has been able to reduce the need for extensive travel.

Salary: A competitive salary and benefits package is available commensurate with qualifications and experience including travel expenses as required.

Apply

Please submit your resume and cover letter, highlighting your experience and why you are interested in this position.

Apply in confidence **by email** to: Jeana Wendel, Registrar
jeana.wendel@saskpharm.ca

Please put "Field Officer" in the subject line of the email.

Closing Date: Friday, December 8, 2018