

## **Director of Quality and Pharmacy Licensing (Interim)**

Newfoundland and Labrador Pharmacy Board (NLPB) is the regulatory body for pharmacy practice in Newfoundland and Labrador. NLPB's mission is to protect the public by regulating the profession of pharmacy to ensure quality and ethical care. To fulfill its obligation of public protection, NLPB:

- registers pharmacists, pharmacy technicians, students and interns, and licenses pharmacies;
- establishes and maintains a quality assurance program to promote high standards for pharmacy practice;
- develops standards, guidelines, and policies for pharmacy practice; and
- Responds to and manages complaints and discipline relating to pharmacy practice.

NLPB is currently seeking applications for a *full-time, 1-year leave replacement* for the **Director of Quality and Pharmacy Licensing (Interim)** position.

### **Position Summary**

Reporting to the Registrar and CEO, the **Director of Quality and Pharmacy Licensing** is responsible for the development and oversight of the NLPB Quality Assurance (QA) portfolio and oversight of pharmacy licensing processes. This position involves overseeing other staff, managing projects, developing policies, supporting assigned committees, and providing leadership to the NLPB QA team and pharmacy community.

### **Responsibilities**

- Oversee activities related to QA including:
  - Develop and evaluate components of the Quality Assurance Program.
  - Support the Quality Assurance Committee.
  - Maintain and oversee the NLPB continuous quality improvement program, MedSTEP NL.
  - Develop and maintain registrant-based quality assurance initiatives, including:
    - Research and develop new programs for emerging registrant-based QA practices.
    - Develop and maintain professional development policies.
    - Engage with the Professional Development Review Committee.
    - Develop processes for and oversee professional development and self-declaration audits.
  - Oversee pharmacy assessment programs for community and hospital pharmacies, including:

- The development of assessment processes and tools.
- Provide direction to practice consultants.
- Participate in pharmacy visits, when necessary.
- Oversee pharmacy licensing, including:
  - Develop and maintain NLPB licensing policies, interpretation guides, and applications.
  - Approve applications related to pharmacy licensing.
  - Provide direction to the Licensing Administrator.
- Support other NLPB business lines, as required, including:
  - Support the development and maintenance of NLPB documents.
  - Communicate with registrants and other key partners regarding pharmacy regulatory requirements and practice issues.
  - Liaise with provincial and national colleagues and participate in committee work as required.
  - Participate in NLPB engagement activities.

### **Key Attributes**

- Work effectively in a small team-based environment with a positive and professional attitude to collaboration.
- Adapt to different duties and responsibilities as the need arises.
- Deal with difficult situations, work under pressure, and meet tight deadlines.
- Motivate and lead others to implement change.
- Analytical, attentive to detail, and a critical thinker.
- Strong oral and written communication skills.
- Strong problem-solving skills.

### **Qualifications**

- Registered pharmacist in good standing with NLPB or another Canadian pharmacy regulatory authority, with a minimum of 10 years of pharmacy practice experience.
- Experience in quality assurance and continuous quality improvement, project management, human resources, policy development, change management, regulation, and/or health administration is considered an asset.
- While experience in pharmacy practice is preferred, as this position requires additional key skillsets beyond that of a pharmacy professional, consideration will be given to other professionals with relevant backgrounds, education, and experience in the above-noted.

### **Compensation**

- All NLPB positions have been formally assessed and mapped to the provincial government [Management and Pay for Points Scale](#). This position is compensated for in accordance with Hay Level (HL) 28.

Qualified applicants are invited to submit a resume and a cover letter outlining why you are interested in this opportunity and how your work experience has prepared you for this role to [careers@nlpb.ca](mailto:careers@nlpb.ca). The application deadline for this position is **February 19, 2024**. While NLPB appreciates all applicants, only those short-listed for an interview will be contacted.