



PRINCE EDWARD ISLAND
COLLEGE OF PHARMACISTS

Member organization of National Association of Pharmacy Regulatory Authorities (NAPRA)

**Deputy Registrar
Career Opportunity**

"The Prince Edward Island College of Pharmacists governs the practice of pharmacy to advance the health and safety of the public"

The Organization

The PEI College of Pharmacists (the College) is the self-governing body for the profession of pharmacy in PEI and regulates pharmacists, pharmacy technicians and pharmacies in the interest of health and safety of the public.

The Opportunity

Reporting to the Registrar, the Deputy Registrar will provide leadership and strategic oversight to the day-to-day responsibilities of the College in collaboration with and within the policies of the College. The position is a part-time (0.5 FTE).

Key Responsibilities

- Support the Registrar in the leadership and management of the PEICP, assuming the responsibilities of the Registrar if necessary;
- Review, analyze, develop and contribute to the creation of, or enhancement to, practice framework documents, including: regulations, bylaws, ethics, standards, guidelines and practice directives;
- Collaborate with Registrar, Council and committees to support a coordinated effort in achieving the College's strategic plan;
- Attend Council meetings and present on issues relating to the Deputy's role;
- Establish and cultivate effective relationships with College's key stakeholders;
- Liaising with national and provincial colleagues to address pharmacy regulatory issues;
- Directing and overseeing the College's inspection and licensing of pharmacies;
- Directing and managing the pharmacy inspection process, including supervising the College inspector(s);
- Supporting Council committees in fulfilling their responsibilities;
- Directing and managing key projects as assigned.



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The Candidate

- Bachelor of Science degree in pharmacy and eligible to be licensed as a pharmacist in PEI.
- Minimum of 5 years of experience in Canadian pharmacy practice. Experience in various areas of pharmacy practice is considered an asset.
- Strong communication skills with an ability to build relationships and represent the College on provincial, regional, and national initiatives.
- Exceptional organization, tactical and time-management skills.
- Committed and motivated professional who works well independently and collaboratively with others.

To apply for the position, forward your resume in confidence to:

Deputy Registrar Selection
PEI College of Pharmacists
PO Box 208, 375 Trans Canada Hwy
Cornwall, PE
COA 1H0
registrar@pepharmacists.ca

Closing date: April 26, 2019