



POSITION DESCRIPTION

Practice Consultant, Policy and Legislation -- TERM

TITLE

Practice Consultant – Policy and Legislation -- Term

REPORTS TO

Assistant Registrar – Qualifications and Practice Development

PURPOSE OF POSITION

The Practice Consultant, Policy and Legislation contributes to the College of Pharmacists of Manitoba (CPhM) public protection mandate by supporting the analysis, development, implementation, and maintenance of CPhM policies and standards, and provides guidance and expertise to interested and affected parties on the application of the contents to pharmacy practice.

This position also serves as a key resource in developing and implementing policies, processes and/or programs as identified in the strategic and operational priorities of the CPhM. The individual in this position works closely with colleagues across all divisions of the organization including the Field Operations and Registration Teams, and the Director of Policy and Legislation, to support core functions related to assessing and monitoring pharmacy operations and systems, professional practice, registration and licensure, and quality improvement.

PRIMARY DUTIES and RESPONSIBILITIES

i) Pharmacy Practice

- In collaboration with the Field Operations Team, responds to inquiries from the public, registrants, other healthcare providers and stakeholders regarding various aspects of pharmacy practice.
- Represents the CPhM on NAPRA Working Groups or Information Sharing Groups as assigned.

ii) Pharmacy Policy

- In collaboration with the Director of Policy and Legislation, conducts research and provides input on proposed policies, legislation and strategic priorities recommended by Council, government, other regulatory bodies, and other organizations to ensure appropriate application to pharmacy practice, alignment with other policies and legislation, and to identify potential issues or concerns in relation to pharmacy practice and delivery of safe pharmacy care.
- Conducts and completes research and analysis on complex practice and licensing matters that have relevance provincially or inter-provincially, and may relate to federal and international policies, programs, and legislation.
- Completes research and develops recommendations regarding legislative amendments to *The Pharmaceutical Act* and Regulation, as required.
- Develops briefing notes on behalf of the CPhM leadership team, to present complete and accurate information to Council, committees, and Manitoba government, as required.

iii) Pharmacy Law – Education

- Maintains the Pharmacy Law modules, including annual updates, for the University of Manitoba (U of M), Rady Faculty of Health Sciences, College of Pharmacy PharmD program and pharmacy professional applicants.
- Assists in coordinating and teaching the PHMD2008 A01 - Pharmacy Law course for the U of M, Rady Faculty of Health Sciences, College of Pharmacy PharmD program.
- Assists in the developing other educational modules for pharmacy professionals as required.

iv) Registration and Licensure

- In collaboration with the Registration Team, assists in reviewing applications for pharmacist registration and licensing, including Extended Practice Pharmacist applications.
- Assists in reviewing pharmacy technician listing applications.
- Reviews and maintains CPhM's jurisprudence examination for pharmacists and pharmacy technicians.

SECONDARY DUTIES and RESPONSIBILITIES

- Assists in routine office procedures, drafts and reviews articles for Friday Five publications, Reports to Council, and the Annual Report when required.
- Represents the CPhM at meetings, events, or functions, as required.
- Performs other duties, as assigned.

INTERNAL COMMITTEE(S)

- Board of Examiners - staff support

JOB SPECIFICATIONS

- Bachelor of Science in Pharmacy or PharmD
- Is currently or is eligible to register with CPhM as a Full Registered Pharmacist with a licence to practise
- Advanced knowledge of pharmacy-related legislation and ability to interpret and apply knowledge
- Advanced knowledge of Administrative Law and legislation of self-regulated professionals
- Strong verbal and written communication skills