COLLEGE OF PHARMACISTS OF MANITOBA

GP05: Registrar & CEO Position Description

Policy Type:		Policy No:
Council Governance		GP 05
Effective Date:	**Last Approval/Revision Date:**	**Policy Review Frequency:**
December 8, 2023		Every Five Years

Purpose

To summarize the job expectations of the Registrar & CEO for the College of Pharmacists of Manitoba.

Policy

The Registrar & CEO is appointed by Council to hold office under authority of the Pharmaceutical Act of Manitoba, Section 7(7). They are the sole employee of Council and responsible for CPhM and all its staff as a whole.

The Registrar & CEO is responsible for providing leadership and management in the strategic and operational affairs of CPhM while acting in accordance with legislation, CPhM bylaws, and policies set by the Council. The Registrar & CEO is responsible for creating an environment that supports the achievement of the strategic objectives, as articulated in CPhM's Strategic Plan.

The Registrar & CEO must be able to:

1. Interpret and execute CPhM's strategic plan.
2. Gather information and provide insight to assist the Council in making policy decisions.
3. Provide the Council with regular progress updates with respect to the achievement of strategic objectives.

Further the Registrar & CEO is expected to successfully fulfill the responsibilities outlined below.

1. *Leadership and Strategic Vision*
   - Lead, in collaboration with Council, strategic planning which furthers the mandate of CPhM.
   - Achieve results based on priorities established in the Strategic Plan. The achievement of these results are to be undertaken with the budget approved by Council, as informed by the Registrar & CEO and CPhM staff.
   - Establish all administrative policies, make decisions, take actions, and initiate activities to support CPhM's Strategic Plan and associated operational requirements of the organization.
   - Maintain current knowledge and awareness of future directions and new developments for the profession of pharmacy and for pharmacy professionals.

- Oversee the regular operations of CPhM and its staff, specifically those who are direct reports including the Deputy Registrar & Chief of Staff, Chief Operations Officer, and the Executive Assistant to the to the Registrar & Deputy Registrar.
- Work with the Chair of Council to schedule and organize Council and Executive Committee Meetings and prepare the agenda.
- Work with Council to schedule and organize reporting obligations including an annual report to the Minister and annual general meetings of registrants.
- Advise Council and CPhM committees on any sphere concerning them, to be aware of Legislative changes and/or proposed changes that may affect the CPhM and recommend appropriate action.
- Represent Council and CPhM on provincial and national boards and committees, and provincial and national events.
- Act as spokesperson for CPhM, when appropriate, in dealing with the public at large, consumer groups and the media.

2. *Regulatory Compliance and Enforcement*
    - Uphold the duties outlined by the Manitoba Pharmaceutical Act, its regulations, and by-laws to ensure that the public interest is maintained.
    - Ensure that the legislative and regulatory core functions are carried out:
        - Register pharmacists, list pharmacy technicians, and licence pharmacies;
        - Support and monitor ongoing quality assurance and professional conduct. through the administration of regular inspections and special investigations of pharmacies and pharmacy professional practices.
    - Oversee and ensure the maintenance of registrant compliance with the Act, its regulations and by-laws.
    - Stay current on developments in the regulatory sector in order to ensure CPhM is prepared to respond to emerging issues.

3. *Operational Efficiency*
    - Ensure the effective utilization of financial resources.
    - Establish, implement, and maintain strategies to ensure adequate contingency resources are available to CPhM for long-term capital investments and to mitigate unforeseen financial risks.
    - Ensure that quality regulatory programs and support services meet the policies established by the Council. These programs are fair, transparent, objective, and innovative.
    - Continuously evaluate program delivery methods to ensure they are meeting the needs of the public and are consistent with the CPhM's strategic directions. Maintain an organizational structure that directs human resources towards the accomplishment of strategic objectives and operational outcomes.
    - Ensure staffing levels are sufficient to accomplish strategic objectives and balanced with available financial resources.
    - Establish progressive policies and programs that support employees and that enable the organization to attract and retain highly qualified and competent staff.
    - Maintain a clear definition of the responsibility of each employee; direct and motivate the staff; and create a system of ongoing learning, development, and measurement of employee performance.

4. *Stakeholder Engagement*
    - Communicate actively to the public, registrants, the government, and other stakeholders to promote CPhM values and strategic directions.
    - Lead the organization in building and sustaining effective relationships with government and other stakeholders.
    - Develop effective relationships with organizations sharing common interests at the provincial, national, and international levels.

5. *Interpersonal Skills*
    - Lead within a framework that focuses on self-awareness, emotional intelligence, and ethical integrity.
    - Engage others through empathy, clear communication, and the development and empowerment of internal and external teams.
    - Drive transformation within the organization by inspiring others to embrace change and continuously seek improvement.

Internal Committees

- Council
- Executive Committee
- As identified by Council policy

Reporting Relationship

Reports to the Council as a whole.