



Nova Scotia
College of
Pharmacists

POLICY ASSOCIATE

NOVA SCOTIA COLLEGE OF PHARMACISTS

OPPORTUNITY BRIEF





STATEMENT OF INTENTION

We encourage applications from African Nova Scotians, Indigenous People, and other Racially Visible Persons, and Persons with Disabilities. If you are a member of one of these equity groups you are encouraged to self-identify in your covering letter or your resume.

NSCP is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Nova Scotia Accessibility Act. We will work with applicants requesting accommodation at any stage of the hiring process.

ABOUT NSCP

The Nova Scotia College of Pharmacists works on behalf of all Nova Scotians to regulate and license pharmacy professionals and the pharmacies where they work. As the pharmacy regulator, we set the standards for quality pharmacy care.

In the past decade, the NSCP has enabled pharmacists and pharmacy technicians to take on broader roles within the healthcare system, including pharmacists assessing and prescribing for renewals, travel health, contraception management, shingles and uncomplicated bladder infections. The NSCP was the first pharmacy regulator in Canada to enable pharmacy technicians to administer drugs by injection, significantly increasing the available supply of healthcare practitioners to administer the COVID-19 vaccine.

Healthcare delivery is complex. As the regulator of the profession, we work with educators, the government and other health system stakeholders so that pharmacy professionals use the full scope of their knowledge and skills to meet the public's healthcare needs. We also work with other pharmacy regulators across Canada and the US to maintain the quality and safety of pharmacy care in Nova Scotia.

This is a critical time in professional self-regulation. The public is demanding a new approach to how professions are regulated, expecting increased transparency and accountability by regulators and evidence that they are fulfilling their mandate of public protection. As a key partner in the healthcare system and a member of the Nova Scotia Regulated Health Professions Network, the NSCP has the privilege and responsibility to contribute to the evolution of effective healthcare regulation in the province.



Mission

Governing the practice of pharmacy in Nova Scotia in the interest of the health and well-being of the public.

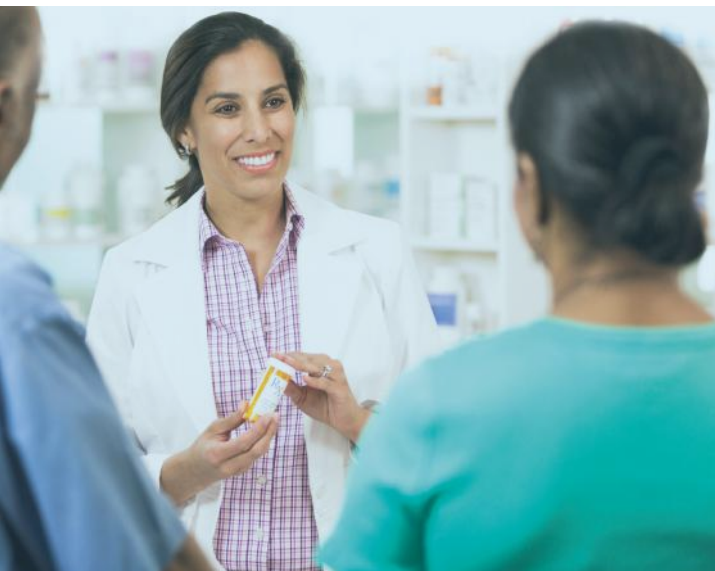
Vision

All pharmacy practitioners recognize the impact of their roles in the healthcare system and practice to their full scope.



Values

- 1.The **public deserves** a pharmacy profession that practices at **full scope**.
- 2.Effective regulation **nurtures quality care**.
- 3.The input of the public, pharmacy professionals and other stakeholders is valuable.
- 4.**Quality** can always be **improved**.
- 5.We can **always do better**.
- 6.The public is best served by a regulator that has the **moral courage** to do the right thing.
- 7.Above all, **decisions** need to be made in the **interest of the public**.



NOVA SCOTIA COLLEGE OF PHARMACISTS STRATEGIC PLAN OVERVIEW 2019 – 2023



This Moment, This Position

We know that when we take the time to understand complex issues and bring diverse perspectives, we can better serve Nova Scotians. Ongoing policy development and research on issues related to pharmacy practice and effective regulation are foundational to our success.

As the regulator, we have the opportunity to take a policy from conception to implementation. We are continually exploring how to do better, building on the learning of others and conducting our own research. Community-delivered healthcare is the future. The NSCP has the opportunity to help shape what this looks like. We need your help, especially if you love policy, research, and analysis.

We need someone who is inherently curious, who always asks “why”, and who can bring clarity to the complex. Someone who is inspired by working on behalf of all Nova Scotians, and sees the importance of improving healthcare delivery.



Position Responsibilities

POLICY DEVELOPMENT, RESEARCH AND ANALYSIS

- Research assigned issues to ensure the College has the appropriate information to inform its policy decisions.
- Develop project plans, including scoping, supporting and/or leading projects.
- Develop clear, concise, evidence-based informed background documents on assigned issues through:
 - Analyzing information obtained through legislation and literature reviews, cross-jurisdictional research, and stakeholder consultations.
 - Collecting relevant data using primary and existing secondary data resources.
- Monitor relevant public policies and engage stakeholders to identify trends and emerging issues.
- Prepare clear and concise written summaries of complex information for internal and external stakeholders.
- Support the execution of the NSCP's tactical initiatives, including drafting corresponding policy as requested.

KNOWLEDGE EXCHANGE / COMMUNICATION

- Support the execution the NSCP's strategic communications plan as a component of the NSCP's overall strategic plan.
- Assist with planning stakeholder consultations and monitors stakeholder feedback, ensuring that the full diversity of individuals that comprise the various stakeholder groups are consulted.
- Support various initiatives and projects arising from the NSCP's communications plan.
- Developing and implementing knowledge exchange initiatives.



COUNCIL/COMMITTEE SUPPORT

- Write and develop professional memos, articles, reports, presentations, briefing notes and terms of reference for the Registrar and College committees/working groups.
- Support Council and committees through meeting coordination and preparation of minutes.
- Support the project work of staff members in program areas across the College as needed.

CANDIDATE PROFILE AND SKILLS

Who is the ideal candidate?

You are **innovative**, **productive**, and **collaborative**. You thrive when given the ownership to organize and take initiative. You are **accountable**, **detail-oriented**, and **adaptable**. As the ideal candidate, you are also:

- **Confident**
- **Team-Oriented**
- **Hardworking**
- **Thoughtful**
- **Passionate about Public Service**



IDEAL EDUCATION AND EXPERIENCE

- An undergraduate degree with training and involvement in policy writing and analysis (e.g., political science, public policy, health studies, law, sociology); a master's degree is an asset.
- Previous experience working in the area of policy development and/or research is an asset.
- Knowledge of the Nova Scotia healthcare system and provincial health policy; knowledge of federal health policy is an asset.
- Experience in planning and implementing knowledge exchange activities is an asset.

WHAT ARE THE IDEAL CANDIDATE'S SKILLS?



- Knowledge of the policy development process.
- Proficient research and policy analysis skills.
- Demonstrated project development and management skills.
- Excellent written communication and oral presentation skills.
- Strong interpersonal skills.
- Ability to resolve complex issues, with a solution-focused approach.
- Respectful, open-minded, and non-judgmental in dealing with all people, regardless of the person's cultural or socio-economic background or lifestyle choice.
- Honest and ethical in professional and business dealings including the way individuals are treated and the manner in which confidential information is handled.
- Strong organizational and time management skills.
- Substantial computer skills (e.g., Google Suite, Microsoft Office, Internet, Social Media, etc.).
- Ability to work independently.
- Sound personal and professional judgment.
- Ability to adjust positively to multiple demands, ambiguity and shifting priorities.

THE PERKS

- A competitive salary.
- Flexible workplace options.
- A generous benefits package including comprehensive medical and dental.
- RRSP Matching.
- Support for Professional Development
- Working as a member of a team of passionate, dedicated, professionals focused on improving healthcare for Nova Scotians.
- Working alongside a PhD mentor.

APPLICATION DETAILS

To apply, please merge your cover letter and resume into one PDF and:

- send to: applications@p4g.ca
- use the subject header: Policy Associate

Applications will be accepted until 12pm on Friday, April 30th.

Please be sure to include a cover letter that speaks to your experience, but we also want to get a glimpse of your personality. Don't be generic, be yourself.