

Position Specification

Registrar & CEO

Edmonton, AB

Confidential





Alberta College of Pharmacy

Authorized by the Health Professions Act, the Alberta College of Pharmacy (“ACP”) is responsible for regulating pharmacists, pharmacy technicians and pharmacies in Alberta to support and protect the public's health and well-being. ACP's vision is “Healthy Albertans through excellence in Pharmacy Practice.”

The ACP administers four core programs: registration and licensure, competence, professional practice, and complaints resolution. Responsible for the quality of services provided by its registrants, the ACP supports a culture of quality improvement, expecting ethical conduct that complies with the regulatory framework governing the practice of pharmacists, pharmacy technicians, and the operation of licensed pharmacies.

Our Vision

Delve into the intricate realm of pharmacy regulations in Alberta, where the Alberta College of Pharmacy plays a pivotal role in shaping cutting-edge standards that resonate locally, nationally, and internationally. Setting itself apart within the Canadian landscape, Alberta empowers pharmacists and technicians with greater autonomy to showcase their expertise. Pharmacists transcend their traditional roles as dispensers of medication, evolving into centers for prescribing, testing, and interpreting medical results. Amidst this dynamic environment, pharmacy technicians are experts in drug distribution and compounding services, thereby playing a crucial role in ensuring seamless operations. The ACP strives to make Alberta a global leader and disruptor in pharmacy innovation and healthcare delivery. Welcome to the forefront of innovation, welcome to pharmacy regulation in Alberta.

Our Values

- **Integrity** - we are honest and demonstrate professional conduct and ethical decision-making.
- **Respect** - we invite diverse perspectives and seek to understand.
- **Transparency** - we have open and clear processes and engagement.
- **Accountability** - we accept responsibility for our decisions and actions.

Strategic Goals

ACP's Council determined that the ACP must renew its focus on its core responsibilities. That renewed focus is at the center of each of the ACP's five goals to be achieved by the end of 2025:

- **Goal #1:** All applicants are ready to practice pharmacy in Alberta's health system through proper assessment.
- **Goal #2:** There is a modern and relevant framework to regulate pharmacy practice.
- **Goal #3:** Licensees are qualified and held responsible for practice in their pharmacy.
- **Goal #4:** Data intelligence is used by registrants and the ACP to make more informed decisions.
- **Goal #5:** Registrants identified as not being able to meet practice expectations demonstrate practice improvement.

To learn more, visit <https://abpharmacy.ca/>



Scope and Responsibilities

Job Summary

Reporting to the Council, the Registrar is also the Chief Executive Officer of the ACP. The Registrar is responsible for ensuring compliance with the [Health Professions Act](#) and by extension the Pharmacy and Drug Act. The Registrar is also responsible for overseeing all administrative functions of the ACP.

Major Accountabilities

Relationships & Partnerships

- Builds relationships within and external to the organization and professions of pharmacists and pharmacy technicians;
- Pursues respectful working relationships with government and other key policy makers important to the ACP's mandate;
- Values partnerships and is strategically selective in initiating partnerships that can contribute to the longer-term benefit of ACP, the partners, and the public; and,
- Collaborates with other organizations to achieve common goals around cultural safety and humility, centering the Truth and Reconciliation Commission's Calls to Action.

Strategy

- Seeks relationships and information to be constantly aware of current issues and emerging trends;
- Seeks data (both quantitative and qualitative) to support informed decisions making;
- Support the Board in setting policy and delivering on its decision making and statutory mandate as set out in the Pharmacy and Drug Act and the [Health Professions Act](#) and their regulations;
- Continue to challenge the status quo & build consensus to advance the public's best interest;
- Analyzes information to determine its relevance and importance to the business, programs, and responsibilities of ACP;
- Stay current on trends, issues, developments, regulatory/policy, and political developments in other jurisdictions and internationally and their implications in Alberta; and,
- Develops and implements, with the input of Council, team members, and strategic partners, the ACP's strategic plan.

Leadership

- Supports and provides the information and resources the council requires for success in its governance role; conscious of the ACP's mandate and mission, pursues the ACP's vision with passion, while being steadfast to its values;
- Leads, and accepts responsibility and accountability for the operation and administration of the ACP;
- Establishes a culture through which team members can be personally and collectively successful, and by extension, ensure the ACP's success;
- Provides vision, inspiration, and access to the necessary resources for team members to be successful in their roles;
- Serves as a Board member to the National Association of Pharmacy Regulatory Authorities (NAPRA); and,
- Actively participates with the Alberta Federation of Regulated Health Professionals (AFRHP).

Administration

- Ensures the ACP operates legally and ethically;
- Hires and leads a team having the knowledge, skills, attitudes, and critical thinking attributes; necessary to fulfill the ACP's mandate;
- Provides competitive salary and benefits, and opportunity for personal growth and development;
- Provides the tools, equipment and technologies that enable team members to excel at what they do;
- Provides a safe and healthy workplace; and,
- Provides stewardship over the resources of the ACP to ensure that they are used effectively and responsibly, with a view to ensuring the success and sustainability of the ACP.



Qualifications and Experience

Given the role this individual will play in the ACP's continued growth and success, it is essential that the successful candidate possess the following education, experience, and personal characteristics:

Technical/ Professional Accreditations

- Must be, or be eligible to be, a practicing member of the Alberta College of Pharmacy.

Experience

- Have a proven track record of strategic leadership;
- Understand governance, and the relationship and complementary roles of the council as it relates to the Registrar;
- Preferably be knowledgeable about the regulatory framework governing health professionals, and specifically pharmacists, pharmacy technicians, and the operation of pharmacies in Alberta; and,
- Preferably has developed and implemented health policy, including the development and advocacy of regulatory proposals.

Core Competencies

- **Ambassadorship:** You know how to manage the complexities of brand and identity. You effectively interact with and relate to a wide range of individuals both inside and outside ACP. You have a strong sense of the vision and mandate of the organization and exemplify them to all stakeholders, current or future.
- **Leader:** You are a self-confident leader, able to hold your colleagues accountable and motivate team members with vision and innovative thinking. You build and foster successful relationships and you enjoy managing differing perspectives and opinions. You support team members and foster a healthy work environment.
- **Strategic:** You have a compelling organizational vision that reflects the complexities and challenges of an ever-changing landscape. You seek information and relationships to be aware of current issues and emerging trends. You translate these insights into strategies and actions that result in new opportunities. You have a successful track record of driving organizational performance, transformation, and continuous improvement.
- **Risk:** You have excellent comprehension of issues within the sector and how they would affect the organization. You listen carefully to others and seek to understand the context and meaning of their perspectives both internal and external. From this you inform and build resilience within the organization to meet the needs required to combat these risks. You analyze complex issues and translate them clearly to staff and board members.
- **Governance:** You can respond to adversity and complexity within the organization and overcome these challenges by being informed, make timely critical decisions, and create a clear management process. You are credible, transparent and accountable in the instillment of the organization's governance.



Location

Edmonton is Canada's 5th largest city, sitting at the heart of the most dynamic region in Canada, outranking all other cities last year in population growth, economic growth, and the young age of its population. At the same time, it is also a place full of risk-takers, people with ideas who thrive in a curiously cooperative city. Edmonton may be one of North America's most underestimated cities, but it is in the midst of a rapid and dramatic transformation. As a national hub for post-secondary education, medical health, and arts and culture, Edmonton is an economic engine of the country – fueled by a spirit of creativity, entrepreneurialism, and a commitment to working together to achieve great things.



Spend five minutes in Edmonton and you will be considered 'one of us'. The city is proof that a vibrant, dynamic metropolis can also have the warmth of a small town. Friendly, welcoming, and collaborative, Alberta's capital city is recognized as a hotbed for creative thinking with a long track record of firsts, including Canada's first Food Bank and Mosque, North America's first LRT system and pioneering community leagues. It is also one of Canada's most ethnically diverse cities, with more than 60 ethnic and cultural groups that inform the city's vibrant cultural life. Edmonton's prized river valley weaves its way through the city's identity, creating a focal point for recreation and community gathering throughout the year.

The City of Edmonton has consistently been one of the nation's fastest growing municipal centres. Edmonton is home to top-ranked public-school systems, many excellent post-secondary institutions and a diversified economy with leading-edge research and development in sectors ranging from health care and nanotechnology to financial services and telecommunications. The City of Edmonton also serves as a hub and service centre for the North, which has a vast wealth of natural resources, and a rapidly growing and youthful population. Edmonton continues to emerge as a tourism destination thanks to over 400 local festivals, including the world-renowned International Fringe Festival, which has contributed to the city's reputation as "Festival City". The city has been the host for many international events such as the World Masters Games, the World Heavy Oil Conference, the Commonwealth Games, the World University Games, the IAAF World Championships, and the FIFA Women's World Cup.

A university town, an arts and culture hub, a government town, an energy and service center, a technology and creativity center and a service center for the north are just some of the monikers that describe Edmonton. All are accurate. Edmonton provides a rare opportunity for a leader to work with a wide and diverse array of partners in a community that people are proud to call home.

For more information on Edmonton, please check out the following links:

<https://exploreedmonton.com/>

<https://www.edmonton.ca/>

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