



ONGWANADA VACANCY

Ongwanada is committed to improving the quality of life for hundreds of people with developmental disabilities and their families in Kingston and eastern Ontario and is seeking an experienced and highly motivated individual to fill the following position:

DIRECTOR-PHARMACY SERVICES

File No:	MNU-18-12
Date Posted:	December 17, 2018
Closing Date:	Until Filled
Hours of Work:	35 hours per week
Wage:	Ongwanada offers a competitive benefit package. The salary will commensurate with experience.

POSITION:

The Director is responsible for the overall operation of the Pharmacy including: professional supervision of the Pharmacy facilities, equipment, supplies and drug information, record keeping and documentation, drug procurement and inventory management, training and orientation, safe medication practices in accordance to professional and Ongwanada's policies and procedures.

DUTIES AND RESPONSIBILITIES:

- Filling and checking requisitions, prescriptions ensuring they meet all legal requirements, accuracy of the demographic and prescription data;
- Approving all routine purchase orders and requisitions, ensuring adequate inventory control systems to detect, segregate and dispose of outdated, deteriorated, recalled, obsolete or hazardous drugs;
- Compounding and manufacturing of extemporaneous preparations;
- Ensuring all delegated protocols permitted in the Pharmacy are in compliance with the Ontario College of Pharmacist policies;
- Preparing the operating budget and controlling the expenditures of the department;
- Maintaining formularies, sources of information on preparations, reference texts and journals in the department in accordance with licensing authorities standards as well as striving for current information;
- Participating in clinical activities and research for improving the outcome of drug therapy;
- Performs other related duties as required.

**** For the complete position description please contact Human Resources through careers@ongwanada.com**

QUALIFICATIONS, SKILLS & KNOWLEDGE REQUIRED:

- The Director is a pharmacist licensed in Part A of the register who is identified by the administrator to be responsible for the operation of the pharmacy (designated manager);
- The designated manager has authority over decisions affecting the operation of the Pharmacy and shall ensure adherence to the requirement defined by the legislation and policy governing the practice of Pharmacy as per the Drug and Pharmacies Regulations Act;
- The incumbent must be licensed and in good standing as a pharmacist in the Province of Ontario (Ontario Health Disciplines Legislation) and have good supervisory, administrative and organizational skills;
- Excellent interpersonal and oral communication skills are required to counsel with clients, staff and supervisors on a daily basis;
- Good statistical skills are required to compile departmental reports, budgets and proposals;
- Computer knowledge and application skills are required;
- Ability and interest in further developing the "business side of the pharmacy operations"
- Pharmacy experience in an agency for the developmentally handicapped would be an asset.

Les candidats bilingues sont fortement encouragés à soumettre leur candidature.

Please submit a **Cover letter and Resume** quoting file number.

Human Resource Generalist-Human Resources
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