



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Staff Pharmacist	
Position Number(s)	Community	Division/Region(s)
48-4707	Inuvik	Allied Health Services/Beaufort Delta

## PURPOSE OF THE POSITION

The Staff Pharmacist maintains and monitors the procurement and distribution of medications and provides drug information and education for the Inuvik Regional Hospital and its 13 health centers within the Beaufort Delta and Sahtu Regions. The Staff Pharmacist will perform these duties in accordance with the *Northwest Territories (NWT) Pharmacy Act* and Bylaws, *Canadian Society of Hospital Pharmacists Standards of Practice*, *Food and Drugs Act* and *Regulations*, *Controlled Drugs and Substances Act* and Northwest Territories Health and Social Services Authority (NTHSSA) and departmental policies, to ensure safe, rational and cost- effective drug therapy for NTHSSA patients and clients.

## SCOPE

The NTHSSA is the single provider of all health and social services in the NWT, with the exception of Hay River and Tłıchʔ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

The Regional Pharmacist reports to the Senior Regional Manager Health Services (SRMHS) and is located in the 47 bed Inuvik Regional Hospital serving Inuvik and 13 health centers within the NTHSSA BDR and Sahtu regions. The pharmacy is the only hospital dispensary within the region, supplying all medication, other pharmaceutical products and medical supplies to the hospital and health centers. The incumbent works closely with the SRMHHS in organizing and controlling an average inventory of \$500,000.00 worth of pharmaceuticals and distribute these

to the wards and health centers, to a total of \$1.2million a year. Drug information is provided to physicians, nurses and all other members of the health care team upon request. The Pharmacy department also provides medication counseling to patients.

## **RESPONSIBILITIES**

- 1. Organizes and controls the total pharmaceutical supplies for the Inuvik Regional Hospital and 13 community health centers, based on NTHSSA and departmental policies, to ensure adequate and available stock at all times.**
  - Orders all drugs and pharmaceutical supplies for the hospital and health centers, based on yearly contracts, specifying quality and quantity and determining sources of supply.
  - Involved in the receiving, storing, distribution and shipping of all drugs and vaccines (maintaining the cold chain).
  - Removes expired drugs and returns these and excess medication if possible, to supplier.
  - Maintains required records for all medication shipped and separate records for all narcotics and controlled drugs.
  - Involved in Year-end inventory count.
- 2. Maintains and monitors the drug distribution system, based on Canadian Society of Hospital Pharmacists Standards of Practice, ensuring safe, rational and cost- effective drug therapy.**
  - Reviews and enters all physician orders to maintain a current patient medication profile.
  - Monitors drug therapy for medication appropriateness (i.e. choice of drug, dose and route), contraindications, interactions and allergies.
  - Identifies and follows up discrepancies and medication errors.
  - Maintains an adequate supply of drugs for emergency, ward stock and night cupboard use.
  - Prepackages unit dose items.
  - Supplies Medication Administration Records for Acute and Long Term Care.
  - Supplies individual patient medications on a daily basis to acute care and monthly to Long Term Care, as well as any interim doses, ensuring timely delivery of correct medications.
  - Compounds preparations and prepares chemotherapy for outpatients as well as inpatients.
  - Fills and packages pharmaceutical orders for community health centers.
  - Fills Staff prescriptions and offers patient counseling services to the staff.
  - On 24-hour stand-by for dispensing and/or advising to hospital and health centers.
- 3. Acts as pharmaceutical advisor, under departmental procedures, to medical and nursing staff in the hospital and regional health centers.**
  - Maintains the Hospital and Regional Formulary, a list of drugs approved by the Pharmacy and Therapeutics Committee, for use in the hospital and health centers.
  - Participates in weekly medical rounds with physicians, nurses and other team members.

- Participates in Multi-disciplinary meetings to review the care of Long Term Care and Homecare patients.
  - Sits on the Acute Care Team as well as the Continuing Care Team, giving pharmaceutical advice where needed and participating in the development of indicators and standards.
  - Visits community health centers at least once a year, preferably twice a year, to advise, audit and give in-services.
  - Acts as Narcotic Control Officer for the Inuvik region, responsible for procurement, storage and maintaining records for all controlled substances issued to the health centers and wards, auditing records once a year, reporting discrepancies to the Bureau of Dangerous Drugs and applying for authorization to destroy expired narcotics.
- 4. Maintains an up-to-date knowledge of the current drug information and acts as a reliable source for NTHSSA staff and patients.**
- Maintains a good knowledge of all new drugs, including knowledge of drug interactions, alternative drugs, and availability.
  - Researches literature to determine best source of supplies to obtain quality at the lowest cost.
  - Offers in-service programs to other health care members on drug usage and other pharmacy related issues.
  - Provides drug information to physicians and hospital staff on request.
  - Offers patient counseling services.
  - Participates in the Diabetes Education Program, presenting drug and insulin usage education to the clients.
  - Participates in workshops, seminars and teleconferences related to pharmaceutical concerns.
- 5. Performs administrative activities, in accordance with NTHSSA and departmental policies, necessary for the delivery of safe, rational, cost-effective and patient-focused pharmacy service.**
- Acts as Head Pharmacist when required.
  - Participates in the orientation of community health nurses, hospital nurses and medical staff.
  - Monitors monthly drug usage reports for health centers and wards and reports these to the Director of Finance, Director of Client Services and the Manager of Community Health Centre Operations.
  - Participates in various committees with NTHSSA and other committees outside the auspices of NTHSSA if they promote Pharmacy or safe, rational and cost-effective therapy for the residents of the NWT.
- 6. Accreditation Standards and Required Organizational Practices.**
- The Contractor is responsible for working with NTHSSA to ensure that all Accreditation Canada Qmentum Standards and Required Organizational Practices associated with Pharmacy services are implemented.

## **WORKING CONDITIONS**

### **Physical Demands**

Time spent at computer  
(5 \* per week - 3-5 hours - Moderate)

Packing stock orders for health centers and delivering to stores  
(4 \* per week - 1-2 hours - Moderate)

Lifting and putting away stock  
(2 \* per week - 1 hour – Moderate)

Picking up prescriptions and delivering medications to wards  
(10 \* per week - 1 hour – Moderate)

Receiving and shipping of stock for 13 health centers and the hospital is a major function of the pharmacy department. This department also makes an average of 4 trips a day to the patient wards, involving distance and stairs.

### **Environmental Conditions**

Exposure to parenteral cytotoxic chemotherapy, and biologic toxins.  
(5-10 \* per month - 1 hour – High)

Exposure to non-cytotoxic medications in the process of packaging, compounding  
(Daily - 4 hours – Low)

Travel to remote communities on small planes  
(2 \* per month – 30 min-3 hours – High)

Travel to isolated communities for health center visits is required. Travel is usually by small plane. Visits are usually scheduled in the spring, summer or fall.

### **Sensory Demands**

Reviewing prescriptions and MARs (5 \* per week - 2 hours - High Time spent at computer  
(5 \* per week - 3-5 hours – Moderate)

### **Mental Demands**

There are mental demands from health center staff, nurses and physicians for delivery of orders in a timely fashion, supply of medication information to staff or clients as soon as possible and attempts from other staff to influence clinical decision making and departmental policies, practices and work flow. These are dealt with on a daily basis for approximately 3 hours. There is high mental demand to maintain an adequate stock of all drugs on formulary and obtain these medications from the best supplier with regards to cost and availability. The

incumbent deals with these situations on a daily basis for about 1 hour. The staff pharmacist is also subject to disruption in lifestyle due to 15 days on call per month. There is often a lack of control over work pace due to demands from groups noted above.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Pharmacology, the principles of Hospital Pharmacy Practice and the application of Pharmaceutical Care.
- Ability to exercise professional judgment when monitoring drug therapy, and to work as a member of the health care team. Ability to effectively communicate with patients and hospital staff. Excellent organization and management skills are also required.

### **Typically, the above qualifications would be attained by:**

This level of knowledge is acquired through the completion of a Bachelor of Science in Pharmacy. Completion of a hospital pharmacy residency would be an asset. 2 years of similar experience in a healthcare facility is preferred. The Staff Pharmacist must have successfully obtained their Pharmacy Examining Board of Canada certificate, hold a pharmacy license from a province of Canada and be eligible for registration under the *NWT Pharmacy Act*.

### **ADDITIONAL REQUIREMENTS**

#### **Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

#### **French language (check one if applicable)**

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

##### **ORAL EXPRESSION AND COMPREHENSION**

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

##### **READING COMPREHENSION:**

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

##### **WRITING SKILLS:**

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

#### **Indigenous language: Select language**

- ☐ Required
- ☐ Preferred