

SUPERINTENDENT, PHARMACEUTICALS

Job ID: 46554

Job Category: Emergency, Fire and Paramedics Services

Division & Section: Toronto Paramedics Services, PS Operational Support

Work Location: 4330 Dufferin St., Toronto

Job Type & Duration: Full-time, Permanent Vacancy

Salary: \$102,155 - \$135,815

Shift Information: Monday to Friday, 35 hours per week

Affiliation: Non-Union

Number of Positions Open: 1

Posting Period: 16-MAY-2024 to 11-JUN-2024

Important note:

During the application, under "My Documents"/ "Supporting Documents" section, **you are required to upload supporting documentation for key qualification #1 (Registration as a Pharmacy Technician (RPhT designation) or Pharmacist in good standing with the Ontario College of Pharmacists)** in one PDF file saved as "Documents Last Name, First Name." Please note that the document cannot exceed the minimum file size limit of 5,000 kilobytes. Failing to do so may disqualify you at the screening (document review) stage.

Major Responsibilities

- Develops and implements detailed plans, and recommends policies/procedures regarding program specific requirements.
- Supervises, motivates and trains assigned staff, ensuring effective teamwork, high standards of work quality and organizational performance, and continuous learning, and encourages innovation in others.
- Supervises the day-to-day operation of all assigned staff including the scheduling, assigning and reviewing of work. Authorizes and coordinates vacation and overtime requests. Monitors and evaluates staff performance, approves salary increments, hears grievances and recommends disciplinary action when necessary.
- Ensures the effective administration of collective agreements, and seeks advice from Corporate Employee Relations when providing guidance on collective agreement matters and employee-related issues. May be required to participate in dispute resolution, the grievance procedure and arbitration.
- Provides input into and administers assigned budget, ensuring that expenditures are controlled and maintained within approved budget limitations.
- Develops and makes recommendations to Senior Management regarding overall medication procurement strategies to improve efficiency, respond to market changes, ensure emergency preparedness, and reduce risks.
- Assumes direct responsibility for controlled medications as defined by the Controlled Substances Act. Provides subject matter expertise, and manages the distribution and restocking of controlled substances across multiple stations City-wide, ensuring compliance with the Controlled Drug Substances Act.
- Manages quality assurance practices, ensuring appropriate documentation and tracking. Ensures accuracy of medication, dosages and delivery systems.

- Adheres to current laws, policies applicable to pharmacy practice, all Ministry of Health standards and regulations, including but not limited to Advanced Life Support and Basic Life Support Patient Care Standards, Equipment Standards, and Land Ambulance Certification Standards.
- Responds to emergency situations and medication safety risks
- Acts as the principal investigator on investigations of controlled substance discrepancies that could be a result of employee misconduct, and escalates to authorities as needed. Liaises with the Professional Standards Unit, the Commander and Employee Relations, as needed, regarding investigations. Follows legislation and standard operating procedures to ensure appropriate education and remediation for employee misconduct.
- Prepares Requests for Proposals/Quotations, identifies requirements and specifications for supplies and equipment, and undertakes the selection of appropriate vendors for the supply and delivery of products. Works with the Purchasing & Materials Management Division on purchasing processes.
- Orders inventory and medical supplies from suppliers. Confirms incoming supplies to ensure compliance with delivery slips and purchase orders for conformity with specifications and quantities.
- Manages the receipt and storage of supplies. Rotates stock to avoid spoilage where possible.
- Verifies all District orders to ensure accuracy. Dispenses verified orders to each District as needed.
- Records all issuances of narcotics, controlled drugs, medicines, and treatments dispensed. Receives, counts, and ensures security of same.
- Maintains and completes daily inventory of the secure locked narcotic control cupboard. Obtains signatures where required if not present upon receipt. Liaises with Operational Superintendents to reconcile inventory and ensure medication documentation errors by staff are corrected prior to filing and submission.
- Ensures proper documentation and disposal/return of all expired and/or damaged medications and medical supplies returned from the individual Districts in accordance with Divisional practices. Ensures the medication credit and return process for expired medications is utilized.
- Prepares and delivers presentations to staff in the Division on new medications and procedures. Prepares and assists in developing bulletins to heighten staff awareness.
- Participates in committee meetings, discussing new procedures/medicines and resolving problems related to medications.
- Participates in the development of strategies to meet the changing needs of medication practices.
- Conducts research on new medications, drug inter-reactions, etc., in consultation with the Base Hospital. Develops, implements and recommends changes to improve safety, efficiency, effectiveness, and performance of the program based on research, best practices, and equity considerations. Conducts analysis and identifies areas for cost-saving through process changes and technology improvements.
- Analyzes practices, procedures, and policies to identify improvements to reduce risk of drug dosing errors and distribution of incorrect medications.
- Prepares reports and recommendations as required, by utilizing and analyzing data of used medications.
- Proactively monitors industry-wide medication issues/shortages, and recommends and implements plans to mitigate and/or resolve such issues.
- Manages supply chain issues and drug shortages. Conducts research, and develops alternative solutions, liaising with the Medical Officer of Health, Base Hospital, and other paramedic services.

- Maintains comprehensive database records to track inventory movement, medication inspections, location of medication, expiration dates, quantity and lot numbers.

Key Qualifications:

Your application must describe your qualifications as they relate to:

1. Registration as a Pharmacy Technician (RPhT designation) or Pharmacist in good standing with the Ontario College of Pharmacists.
2. Considerable experience in drug distribution, pharmaceutical inventory management, procurement and contract administration.
3. Experience developing and implementing quality assurance practices in a Paramedic Services or healthcare system.
4. Experience supervising, training and motivating staff.
5. Extensive knowledge of the *Controlled Drugs and Substances Act*.
6. Knowledge of the Institute for Safe Medication Practices (ISMP) guidelines, recommendations, and practices.
7. Highly developed interpersonal, human relations, communication, negotiation, conflict resolution, and problem-solving skills, with the ability to develop solid relationships with internal and external stakeholders.
8. Strong analytical skills with the ability to work independently on multiple projects using effective time-management and organization skills.
9. Ability to initiate and implement procedures and measures to increase operational efficiency and effectiveness.
10. Possession of and ability to maintain a valid Province of Ontario Class "G" Driver's Licence, and the ability to obtain a City driver's permit.

You Must Also Have:

- Ability to be available to respond to emergencies or other work situations beyond the regular working day as required, often on short notice.

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How to Apply:

For more information on this and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume, quoting **Job ID 46554**, by **Tuesday, June 11, 2024**.

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Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the **application process** is available upon request.](#) Learn more about the City's [Hiring Policies and Accommodation Process](#) < https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US>