



Investigator

The Ontario College of Pharmacists is the registering and regulating body for the profession of pharmacy practice in Ontario. The College plays a key role in safeguarding our health care system by regulating pharmacy practice in Ontario. The College helps to provide the public with quality pharmaceutical service and care. An established mandate of the College is to serve and protect the public and to continue to deliver on its mandate the College is currently recruiting to fill the position of **Investigator**.

Position Summary

The Investigator is responsible for investigating members in an unbiased manner in relation to alleged acts of professional misconduct, incompetence or incapacity in accordance with Provincial and Federal statutes and procedures relating to the operation of pharmacies and the sale of drugs in Ontario. The individual will gather and analyze information and documents which have been obtained from various sources and interviews. The individual will be responsible for assisting College prosecutors during a discipline proceeding including the review of legal documents and ongoing disclosure. The ideal candidate is highly organized and detail oriented, demonstrates excellent written and verbal communication skills and ability to use judgement and discretion in dealing with confidential information. The candidate thrives in an environment with strict deadlines and multiple priorities, using problem-solving skills to identify issues and bring them forward for resolution.

Responsibilities

- Conduct Investigations in a neutral and objective manner
- Prepare written correspondence and investigation reports; compile documents and data supporting the results of an investigation
- Attend College screening committee meetings and review the decisions as needed
- Prepare disclosure for matters that have been referred to the Discipline Committee
- Attend and testify at discipline hearings and Health Professions Appeal and Review Board (HPARB)
- Conduct monitoring inspections of pharmacies pursuant to an order to the discipline committee or an undertaking entered into by the member
- Continually examine work process and explore opportunities for improving efficiencies through technology, elimination or altering of work processes and make recommendations to the Investigator Lead

Key Attributes

- Demonstrated working knowledge of the laws, regulations, and Standards of Practice governing pharmacists and pharmacy technicians
- Superior written, verbal and interpersonal skills with a demonstrated ability to build trust and relationships with stakeholders
- Effective interviewing skills and investigative techniques
- Tact and Diplomacy with all internal and external stakeholders and ability to deal effectively with stakeholders in person and over the phone and defuse difficult situations as required
- Judgement and discretion with the ability to maintain the confidentiality of sensitive file material and information to others
- Strong analytical, problem solving, negotiation and conflict resolution skills with an ability to synthesize and compile large amounts of data into an organized format

We are accepting applications provided you have the following qualifications:

- Pharmacist or pharmacy technician in good standing with the College
- 4+ years experience in legal or an investigative setting
- Located in the GTA with a valid Ontario Drivers License
- Ability to work independently with a commitment to team work
- Proficient with Microsoft Office and relational database

If you are interested in joining the College at this exciting time, please forward your cover letter and resume in confidence, by **May 29, 2018** stating salary expectations to **hr@ocpinfo.com**.

*OCP is committed to supporting accessibility and diversity.
Requests for accommodations can be made at any stage of the recruitment process.
Applicants need to make their requirements known when contacted.*

*We wish to thank all applicants for their interest in this position.
We will only contact those whose skills, knowledge and experience
most closely match the requirements of the position.*