

Pharmacy Name: Alberta College of Pharmacy

Location/Address: Edmonton, Ab (hybrid)

Term: May – August 2024 (flexible based on educational requirements)

Location: Edmonton (Hybrid)

Positions available: Two

Apply by: January 31, 2024

Augment your clinical experience and education by gaining a regulatory perspective of pharmacy practice in Alberta. As a Pharmacy Summer Student at the Alberta College of Pharmacy (ACP), you will take ownership of projects and contribute to initiatives that impact pharmacists, pharmacy technicians, and the Albertans they serve. You will also represent the college by responding to a broad range of inquiries from fellow registrants and members of the public. To help you accomplish all this while also facilitating a rich learning experience, you will work with and learn from pharmacy leaders in our professional practice, registration, competence, and complaints departments.

Key responsibilities

- Lead and contribute to projects that support ACP's strategic objectives and operations. Areas of focus may include practice improvement, program evaluation, assessment development, medication safety, or data intelligence.
- Respond to email and phone inquiries from the public and registrants in an efficient, effective, and compassionate manner.
- Draft and edit briefing notes, newsletter articles, presentations, and general correspondence.
- Participate in internal and external meetings where pharmacy practice or public health policy is discussed (e.g., ACP Council, Alberta Health, program leadership team, policy leadership team).

About you

- You take ownership of your work and take pride in meeting standards for quality, service, and professionalism.
- You're an excellent communicator who is clear, effective, and respectful.
- You have strong analytical and problem-solving capabilities.
- You're detail oriented and accurate in all aspects of your work.
- You're comfortable working independently where necessary, requiring minimal direction once expectations are clearly outlined.
- You're a collaborative team player, who supports colleagues in delivering their services and acts in the best interest of the team.
- You seek out learning opportunities to keep your knowledge and professional skills current.

Qualifications and experience

- Current enrollment in an undergraduate or graduate degree in pharmacy.
- Eligible for registration on the pharmacy student register of the Alberta College of Pharmacy.
- Intermediate to advanced skills in Microsoft Office, as well as virtual communication and collaboration platforms (e.g., Teams, Zoom).

About us

The Alberta College of Pharmacy (ACP) is the regulatory body for pharmacists, pharmacy technicians, and licensed pharmacies in Alberta. We are responsible for quality pharmacy care through developing and enforcing pharmacy practice standards and guidelines. We also ensure only qualified pharmacy professionals are licensed and that all pharmacies provide a practice environment that supports quality practice and patient safety. It's a big responsibility.

ACP is a global leader in the advancement of pharmacy practice. Alberta's pharmacists have the broadest scope of practice in North America. You could say ACP is a trailblazer. Our team members are collaborative, thoughtful, respectful, encouraging, and committed to quality. In fact, that's our team charter, which was created by our team members. ACP offers competitive compensation and benefits.

How to apply

Along with your resume, please submit a cover letter outlining why you're interested in the opportunity and how your work experience has prepared you to succeed in the role. Cover letters can be addressed to Ashley Edwards Scott, Manager of Human Resources and Culture. Submissions without a cover letter will not be considered.

We thank all applicants for their interest in working at ACP, however, only those selected for a phone screen will be contacted.