



EXTERNAL VACANCY

DEPARTMENT: PHARMACY

POSITION: SIX (6) TEMPORARY PART TIME PHARMACY ASSISTANTS

SITE: NBRHC – NORTH BAY

HOURS: DAYS, EVENINGS AND WEEKENDS

SALARY: \$25.70 (Min.) - \$26.81 (Max.)

Pay rate, benefits and other terms and conditions are as per the CUPE 139 Collective Agreement

PROGRAM INCENTIVE

To attract Pharmacy Assistants in the process of becoming registered with the Ontario College of Pharmacists to work at North Bay Regional Health Centre, we are offering \$5000 in exchange for a two-year commitment to North Bay Regional Health Centre as a Regulated Pharmacy Technician. Funds are received in increments throughout the two-year commitment.

The “Grow-Our-Own” Pharmacy Technician Program funds up to \$5000 upon successful completion of the Pharmacy Technician Program resulting in Registration with the Ontario College of Pharmacists within two (2) years of hire.

JOB DESCRIPTION

Within this role, the employee is accountable for contributing to the delivery of NBRHC strategy. As an employee, one must demonstrate an awareness of and be responsible for actively promoting and supporting patient and family centered engagement and care.

The Pharmacy Assistant works collaboratively with Pharmacists and Pharmacy Technicians to ensure safe medication distribution and inventory management. The Pharmacy Assistant performs unregulated acts related to:

- Packaging and repackaging drugs
- Stocking and restocking drug supplies within the Pharmacy department
- Supporting Main Dispensary with answering phones, pneumatic tubing and filing
- Maintaining equipment to ensure proper working condition (cleaning)
- Conducting BPMH interviews and documenting the information electronically

QUALIFICATIONS

- Enrolled in or graduated from an accredited Pharmacy Technician program and waiting to complete and pass regulated exams and or possess relevant pharmacy assistant experience is an asset
- Current Non-Violent Crisis Intervention (NVCI) Certificate required (training delivered by Health Centre upon hire) required
- Valid driver's license required
- Demonstrated ability to perform duties independently, with a high degree of motivation and minimal supervision required
- Demonstrated written and verbal communications skill required
- Demonstrated excellent judgment and proven analytical skills required
- Demonstrated ability to attend work on a regular basis required
- Excellent computer skills with proficiency in Microsoft Office software and patient information systems an asset
- Experience working with automated technology an asset
- Demonstrated commitment to ensure the safety of fellow workers, patients, volunteers, and visitors

- Must support and contribute to a culture of safety and prevention of adverse health events in this organization
- Bilingualism (Advanced Level English /French) is required. **All unilingual candidates are encouraged to apply and may be considered if the French requirement has been met or if there are no successful bilingual candidates. A formal French evaluation will be conducted to determine the proficiency level.**

Criminal Reference Check including the Vulnerable Sector Check recent within six (6) months is a requirement

Interested candidates are asked to submit their cover letter and resume to:

careers@nbrhc.on.ca quoting file [CUPE C-23-538](#)

The posting will remain open until the positions are filled.

Please note these postings are subject to change without notice. An acknowledgement will be sent only to those candidates who will be interviewed.

THE ORGANIZATION

North Bay Regional Health Centre (NBRHC) is a unique health care organization with three primary roles: providing acute care services to North Bay and its surrounding communities, functioning as the district referral centre providing specialist services for smaller communities in the area, and it's the specialized mental health service provider serving all of northeast Ontario. At more than 400 beds, our state-of-the-art regional health centre has over 150 physicians, 2300 employees and 250 volunteers.

For more information about the NBRHC, visit www.nbrhc.on.ca

THE COMMUNITY

North Bay is located 3.5 hours north of Toronto, just north of the district of Muskoka, and 3.5 hours west of Ottawa. With a population of 54,000 and a catchment area of 180,000, it is a safe and welcoming community that offers a healthy and balanced environment for working, living and raising a family. North Bay is situated on the shores of two large lakes (Lake Nipissing and Trout Lake) and boasts beautiful scenery and four distinct seasons. Whatever your interests are, you will have access to numerous activities and amenities within minutes from your home—reclaim your work-life balance and join us!

To see more of beautiful North Bay and learn about our lifestyle, visit www.northbay.ca

NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.

The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.

North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.

We are an equal opportunity employer. We thank all applicants for their interest.