

## New

Ministry

**Describe: Basic Job Details**
**Position**

Position ID

Position Name (30 characters)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

**Employee**

Employee Name (or Vacant)

**Organizational Structure**

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

**Design: Identify Job Duties and Value**
**Job Purpose and Organizational Context**

Why the job exists:

As partners in providing all Albertans with access to effective and affordable drug benefit coverage and pharmacy services, the Pharmaceutical & Health Benefits Branch provides leadership in the development and implementation of initiatives for Alberta's publicly funded drug programs.

The Professional and Industry Relations Unit is responsible for building quality, long-term relationships with external partners to ensure positive outcomes for Albertans and the health system. This includes oversight of the development, negotiation, implementation, monitoring and evaluation of the Product Listing Agreements (PLA) as well as agreements with professional associations, other contracts/grants, and pricing negotiations for the Branch.

Reporting to the Director, the Coordinator manages critical issues, assesses economic risk/benefits, developing sound solutions and providing advice related to pharmaceuticals in the context of Alberta's health system. The Coordinator will assist with the management and evaluation of the PLA framework, enabling access to appropriate and effective drug therapies for Albertans as well as supporting critical improvements in drug program design and directions to support appropriate patient care and effective resource use considering future system implications. The Coordinator liaises with internal and external stakeholders to provide policy consistency and program support.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

The role requires an experienced, professional, highly skilled individual to work within tight deadlines, deal with confidential industry information, and multiple priorities. Key duties include delivery of services to stakeholders on behalf of the branch and Assistant Deputy Minister, liaise with the public, other branches and divisions within the Ministry, external stakeholders such as other provincial/territorial governments, pharmaceutical industry, Alberta Health Services and Acute Care Alberta to provide information and services. Coordinates operational needs such as research, Product Listing Agreement management, pharmaceutical pricing negotiations, program and grant management and evaluation.

### **1. Assist in the development and ongoing review of specific program policy, strategies and initiatives in partnership with internal and external stakeholders to enhance cost-effective and sustainable pharmacovigilance and equitable access to pharmaceuticals for Albertans.**

- Assist with policy development and implementation strategies that require knowledge of clinical practice in the acute, ambulatory care sectors and/or are applicable to primary care areas.
- Review/generate budget impact analyses related to publicly funded pharmaceuticals, and provide advice on drug program budget, including impacts, pressures and opportunities for cost savings.

### **2. Develop options to enhance branch programs, processes, or policy based on assessment of diverse data and information sources.**

- Conduct program performance evaluation by identifying benchmarks/performance indicators.
- Consolidate and analyze information from multiple sources to generate reports on program trends.
- Analyze and evaluate data and other information on drug policy, program practices, and audit/evaluation process from other jurisdictions.

### **3. Participate in the management of the Alberta Drug Benefit List (ADBL) and Public Drug Programs to achieve business goals and meet the needs of clients within program frameworks.**

- Prepare and administer contracts for specific initiatives or grants.
- Assist in the development of research reports, briefing notes, and other types of policy development documents.
- Contribute to the preparation of drug listing updates and decision documents.
- Respond to operational queries and clarify business rules / interpret policy as needed.

### **4. Liaise with other branches, divisions, ministries, and governments to support frameworks for environmental scanning, program development and re-design and research and analysis:**

- Effectively communicate and collaborate with other branches, divisions, ministries, and governments in conducting research and analysis to ensure thoroughness and consistency in the development of programs and initiatives affecting publicly funded drug programs.
- Represent the branch's perspective on various committees, teams, and working groups.
- Work with internal and external stakeholders/various professional associations in identifying/clarifying policy and policy implementation considerations as they relate to public drug programs.

## Problem Solving

Typical problems solved:

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

## Key Relationships

Major stakeholders and purpose of interactions:

- Branch staff - collaborate on branch initiatives and projects; provide research results and recommendations based

on analysis

- Other branches in the department - share information; provide information about programs and operational policies
- Professional staff in other ministries (e.g., Hospital and Surgical Health Services, Assisted Living and Social Services) - share information; provide information about programs and operational policies
- Alberta Blue Cross staff - consult regarding drug reviews and program queries
- External consultants under contract with the Branch - collaborate and share information; administer contracts
- General Public - Answer phone calls regarding provincial government drug plans, the drug review process, coverage of specific prescription drugs, the special authorization process, drug plan premiums, pharmacy services, and dispensing fees; assess requests for increases to benefits to accommodate expensive drugs for rare conditions

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)			

If other, specify:

**Degree in related field (e.g., pharmacy, nursing, pharmacology) plus minimum 4 years experience**

Job-specific experience, technical competencies, certification and/or training:

- Experience using MS Word, MS Excel, Outlook, SharePoint and Adobe PDF with proficiency is required.
- Strong research and analysis skills.
- Strong skills in synthesis and evaluation through a policy perspective.
- Sound communication skills to work with multiple internal and external stakeholders.
- Sound written communication skills for report writing, drafting correspondence and briefings, developing educational and communication materials.
- Theoretical knowledge of research methods and approaches used in health care.
- Knowledge of ARTS ministerial correspondence system to process action requests.
- Experience leading strategic initiatives, program management and development and research evaluation within the public or health care sector.
- Experience in the life cycle of prescription drugs.

University Degree in a related field (including but not limited to Pharmacy, Nursing, Pharmacology, Public Health) and minimum 4 years of related experience in the health care system is required.

Must be a regulated member of Health Professions Act, if applicable.

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in</li> </ul>	

		<p>stressful situations</p> <ul style="list-style-type: none"> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	

**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Nurse Consultant