

Job Description**Pharmacist Intern**

(12 to 16-week summer internship)

POSITION SUMMARY

Under the general supervision of the Operations Manager, partners with the Board and staff to provide support to CSHP members and to advocate for hospital pharmacy.

List of Duties

1. Collaborates with the Executive Director and the Coordinator of Professional and Membership Affairs in providing information, guidance and assistance to members and volunteers and in responding to inquiries from CSHP current and potential members on professional practice issues and Society business.
2. Participates in meetings to learn how CSHP functions nationally and to understand key issues currently affecting hospital pharmacy practice.
3. Attends meetings with other pharmacy organizations and government agencies to discover how these groups collaborate with each other on the enhancement of patient care and the healthcare system.
4. Visits other relevant organizations, such as hospitals, professional associations, government agencies, etc.
5. Completes projects of benefit to CSHP members, Board or staff.
6. Performs other related duties, as assigned.

September 2016

Education/Training Required:	Currently enrolled as a student pharmacist in a Canadian faculty of pharmacy.
Other Skills:	<p>Hospital pharmacy experience preferred.</p> <p>Word processing and computer knowledge essential, familiar with Microsoft Office software including Outlook, Word, Excel and PowerPoint.</p> <p>Excellent oral and written communication skills required.</p>
Judgement and Initiative Required:	Must be able to function with minimal supervision; to prioritize tasks and meet deadlines. Good organizational skills to handle multiple tasks required.
Nature and Extent of Contacts:	<p>Internally: Extensive contacts with CSHP office staff, Executive Committee and Board</p> <p>Externally: CSHP members, other organizations</p>
Physical, Mental and Visual Demands:	Normal
Working Environment and Hazards:	Normal (office environment). Occasional weekend work and travel required.
Other Qualifications:	<p>CSHP and CAPSI membership</p> <p>Fluency in both official languages an asset</p>