



JOB POSTING

POSITION: Alternate Qualified Person in Charge (AQPIC)
LOCATION: Kohl & Frisch Limited (Calgary, AB)
REPORTS TO: Distribution Centre Manager
DEPARTMENT: Narcotics

Primary Role of This Position

In this role, the AQPIC assumes full responsibility and performs all transactions involving controlled substances. Transactions include (but are not limited to) receiving, picking, shipping, and record keeping. In the absence of the Qualified Person in Charge (QPIC), the AQPIC performs all the same functions as the QPIC. The AQPIC is responsible for ensuring that the following responsibilities are completed according to the regulations and guidelines.

The AQPIC shall ensure operations are compliant with applicable GMP standards as defined by GUI-0001 "Good Manufacturing Practices" and GUI-0069 "Guidelines for Temperature Control of Drug Products during Storage and Transportation". The AQPIC must ensure that all controlled substance transactions are handled in compliance with Kohl & Frisch's Narcotic SOP.

Major Responsibilities

Receiving

- + Ensure that the correct product and quantity has been received, and that the documentation is completed accurately
- + Ensure that all product containers comply with legislation, with respect to tamper proof seals, etc.

Ordering

- + Ensure all purchase orders are validated and signed off in accordance with Health Canada guidelines

Picking/Packing

- + Verify that orders are picked and packed in accordance with the order information
- + When filling orders, the AQPIC must utilize their own sound judgment where order quantities seem unusual; the AQPIC is at liberty to reduce the order quantity

Shipping

- + Ensure that all drugs are shipped in compliance with applicable regulations
- + Confirm that no advertising or imprint appears on the outside of the shipping container that would identify the contents

Inventory

- + Complete physical inventory following established cycle count programs of all controlled substances
- + Maintain appropriate records of the results from the cycle count programs
- + Report to the Office of Controlled Substances (OCS) any losses or thefts of controlled substances within 10 days of discovery

Reporting

- + Ensure that records of transactions are maintained in such a form that an audit can be conducted at any time by Health Canada
- + Ensure that monthly sales reports are submitted to Health Canada for: a) Oxycodone CR; and b) Narcotics and Controlled Drugs listed in Part 1 of Schedule to Part G of the Food and Drug Regulations
- + Ensure that annual inventory reports are submitted to Health Canada

Returns

- + Ensure that the proper procedures are followed when managing customer returns

Accountability of All Transactions

- + Ensure that any staff temporarily assigned to assist the Narcotics department is trained and follows all the rules and regulations in the receiving and processing of controlled substances

Education and Experience

- + Must hold a recognized university degree accredited in Canada in one of the following areas: chemistry, biochemistry, pharmacology, pharmacy, microbiology, chemical engineering, medicine, dentistry, or veterinary medicine; a pharmacology technician diploma will be considered
- + Must have full and complete knowledge of the following regulations: Narcotic Control Regulations, Food and Drug Regulations as it applies to Controlled Drugs and Benzodiazepines and Other Targeted Substances Regulations
- + The Office of Controlled Substances must verify that the applicant's educational background meets the requirements of the Office of Controlled Substances
- + Previous warehouse and/or pharmaceutical material handling experience an asset

Training and Development Required

- + The AQPIC is trained for 3 months on site
- + The AQPIC must be trained on the pick system used in their DC
- + Training on the SOPs associated with the job are provided by the company
- + GMP training is provided by the company
- + Health and safety training is provided by the company
- + WHMIS training is provided by the company

Qualifications

- + Must be able to lift and move boxes weighing up to 30 lbs
- + Must be able to stand for a minimum of 8 hours
- + Ability to prioritize and manage multiple requirements and handle high-priority situations
- + Ability to work both semi-independently and in a teamwork environment; must be able to work with limited supervision

How to Apply

If you are interested in applying, please submit a cover letter and a résumé no later than **December 13, 2019**, to: fvaianisi@kohlandfrisch.com.

Please ensure you specify the job title, **Alternate Qualified Person in Charge (AQPIC)**, in the subject line of your email.

Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted.