

## NON COUNCIL COMMITTEE MEMBER (NCCM) – APPLICATION FORM

*Prior to completing this application form, you are asked to review the [Application Guide](#) which provides detailed information on the College committees, their mandates, and the expected time commitment required. There are two screening components to this application:*

**Section 1 – Eligibility Criteria** – your responses will help determine whether you are eligible for appointment as an NCCM

**Section 2 – Core competencies** – your responses will allow the College to assess your suitability to serve as an NCCM and where your experience will be of utmost value and benefit

You must complete all sections of this form.

### GENERAL INFORMATION

<b>Name</b>	
<b>OCP Number</b>	
<b>Phone Numbers</b>	
<b>Email Address</b>	

### SECTION 1 – ELIGIBILITY CRITERIA *(answer all questions)*

	Yes	No
Do you hold a valid Certificate of Registration as a pharmacist or pharmacy technician?		
Do you either practice or reside in Ontario?		
Are you in default of payment of any fees prescribed in the by-laws?		
Are you the subject of any disciplinary or incapacity proceeding?		
Has your Certificate of Registration been revoked or suspended in the six years preceding the date of the appointment?		
Is your Certificate of Registration subject to a term, condition or limitation other than one prescribed by regulation?		
Have you been disqualified from serving on Council or a committee within the last six years?		
Do you have a conflict of interest in respect to the Committee to which you are applying?		
Are you the owner or designated manager of a pharmacy that, within the last six years, has undergone a re-inspection, as a result of deficiencies noted in an initial inspection, for a third time or more after the initial inspection?		
Are you an employee or an elected or appointed member of the governing body of any local, regional, provincial or national professional association of pharmacists or pharmacy technicians?		
If YES, do you give an undertaking to resign from such position upon being appointed?		

## **SECTION 2 - CORE COMPETENCIES**

*Competencies are defined knowledge, skills, attitudes and behaviours that guide the identification, evaluation and development of individuals. Please describe how you demonstrate the competencies that will enable you to effectively serve as an NCCM. Below are some questions to start your thinking and guide your responses.*

### **1. Analytical / Rational / Objective**

*Think of a time you changed, or challenged a course of action because it wasn't aligned with organizational needs. What wasn't aligned? What steps did you take to align it with business needs? How was this received?*

### **2. Currency / Awareness of societal values**

*Think of an example of a time when you used your awareness around social and community issues to address a unique patient or business challenge. What was the situation and what did you do?*

### **3. Fundamental understanding of the public interest – “patients first”**

*Think of a situation where you weren't quite sure what the patient wanted. How did you determine what was needed of you? What did you do? How did you apply your conception of “putting patients first”?*

### **4. Open-mindedness / Willingness to learn / Objective**

*Think of a time when you received constructive criticism from your manager. What was the situation? What did you do with the feedback? What learnings did you take away with you and how did you address it?*

### **5. Integrity/Transparency**

*Provide an example of where you have taken action based on values even when there are potential costs or risks.*

**6. Recognition of limitations / Capacity to meet the demands of the role**

*Think of a time when you weren't sure what the right course of action was. How did you respond? What action, if any, did you take to address your limitations?*

**7. Reflective / Self-aware**

*Think of an example when you took a risk on a work-related assignment and it did not work out. What would you do differently? What skill/competency are you still struggling with and how will you address it?*

**8. Respectful / Personable (high EQ)**

*Describe a time when you had to communicate a message to someone, you thought you were right, and they were reluctant to accept your point of view. How did you react?*

**9. Effective communicator**

*Think of an example of when you successfully influenced an individual or group over whom you did not have direct authority. How did you approach it?*

**10. Diligence / Preparedness/Adherence to commitment**

*Think of a time when you committed to help/contribute to a collective outcome but when the time came you found yourself overwhelmed with work/personal obligations. What did you do? How did you balance the competing demands?*

**11. Technical knowledge / Computer literacy**

*All committee material is posted to a virtual boardroom. Committee members are required to login and access the material to prepare for meetings. No paper copies are provided. Do you possess the technological competence to be productive in this environment?*

## 12. Participatory

Successful outcomes/quality decisions at committee meetings are dependent on the differing views of all committee members being heard. Provide an example of where you offered your unique opinion in a group discussion.

## 13. Collaboration/Cooperation

Describe a time when you had to collaborate with other individuals to decide on an action plan and/or achieve mutual goals. What did you do? How did you create buy-in? What would you change?

## 14. Judgement/Decision making

Provide an example of the toughest decision you had to make in your job. What was the outcome and what factors did you consider in your deliberation?

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Electronic entry of name will be acceptable* *yyyy-mm-dd*

### WHO TO CALL IF YOU STILL HAVE QUESTIONS

You may contact Ms. Ushma Rajdev, Council and Executive Liaison in the Registrar's Office by email at [council@ocpinfo.com](mailto:council@ocpinfo.com)

Once all the sections have been completed, submit your application form, *together with your resume*, **by July 31, 2018** to [council@ocpinfo.com](mailto:council@ocpinfo.com)

### UPON SUBMISSION

1. You will receive an email acknowledging receipt of your application
2. Your application will be reviewed to determine suitability
3. If you are selected to serve on a committee, you will be contacted by staff after the September Council Meeting

***THANK YOU FOR YOUR INTEREST!***