

## LAY COMMITTEE APPOINTEE (LCA) – APPLICATION FORM

*Thank you for your interest in joining the Ontario College of Pharmacist’s Committees as a Lay Committee Appointee.*

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

*Section 2 – Core competencies – your responses will allow the College to assess your suitability to serve as an LCA 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>Address</b>	
<b>Phone Numbers</b>	
<b>Email Address</b>	

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

	Yes	No
Do you currently or have you ever held a Certificate of Registration as a pharmacist or pharmacy technician?		
Do you reside outside of Ontario?		
Have you ever been found to have committed an act of professional misconduct or to be incompetent by a panel of an adjudicatory committee of any profession?		
Have you ever been the subject of any disciplinary or incapacity proceeding by a panel of an adjudicatory committee of any profession?		
Are you currently been charged with or been found guilty of an offence under the Criminal Code (Canada) or the Controlled Drugs and Substances Act (Canada)?		
Do you or have you ever had any direct or indirect ownership interest in a pharmacy other than holding shares on a publicly traded stock exchange?		
Do you have a conflict of interest in respect to the Committee to which you are applying?		
Are you currently or within the last three (3) years been, an employee, officer or director of a Professional Advocacy Association of any health profession under the Act?		

## SECTION 2 – KNOWLEDGE, SKILLS AND EXPERIENCE

*Please describe how you demonstrate the competencies that will enable you to effectively serve as a Lay Committee Appointee. Below are some questions to start your thinking and guide your responses.*

### **1. Why are you interested in serving on the Committees of the Ontario College of Pharmacists?**

### **2. Analytical / Rational / Objective**

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

### **3. 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? What was the outcome?*

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

*Think of a situation where you acted in the public interest.. How did you determine what was needed of you? What did you do? What was the outcome? How did you apply your conception of “putting patients first”?*

### **5. 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 was the outcome? What learnings did you take away with you and how did you address it?*

## **6. Integrity/Transparency**

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

## **7. 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?*

## **8. 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? Why? What was the outcome? Would you take the same risk again? What skill/competency are you still struggling with? How will you address it?*

## **9. 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. What challenges did you face? What did you do? What was the outcome?*

## **10. 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? What was the outcome?*

## **11. 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?*

## **12. 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?*

## **13. 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.*

## **14. 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? What was the outcome? How did you create buy-in? What would you change?*

## **15. 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?*

**General Comments:**

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

### **WHO TO CALL IF YOU STILL HAVE QUESTIONS**

You may contact Ms. Sarah MacDougall, Board and Committee Liaison in the Registrar's Office by email at [boardofdirectors@ocpinfo.com](mailto:boardofdirectors@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.

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