



# *Provincial Job Description*

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***TITLE:***  
**(003) Pharmacy Technician**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Responsible for the acquisition, preparation, checking and distribution of medications/ pharmaceutical products and supplies to Nursing Units, other facilities and community-based health care services.

***QUALIFICATIONS:***

- ◆ Pharmacy Technician certificate

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Intermediate computer skills
- ◆ Communication, organizational and interpersonal skills
- ◆ Ability to work independently
- ◆ Valid drivers license, where required by the job

***EXPERIENCE:***

- ◆ Previous: No previous experience.

## ***KEY ACTIVITIES:***

### **A. Drug Preparation and Distribution**

- ◆ **Fills orders, dispenses and delivers drugs.**
- ◆ **Checks and audits patient-specific medications.**
- ◆ **Checks functions performed by other Technicians (i.e. Tech Check Tech), where required by the job.**
- ◆ **Refills multi-dose medication containers.**
- ◆ **Delivers and exchanges unit dose cassettes for Nursing Units, agencies and/or patient's homes.**
- ◆ **Maintains ward stock levels, retrieves and credits unused/expired items.**
- ◆ **Ensures proper transportation and tracking of drugs to clients or other agencies.**

### **B. Unit Dose Re-Packaging and Compounding**

- ◆ **Pre-packs bulk and unit dose drugs according to approved procedures.**
- ◆ **Prepares compounds, ointments, creams, ear and eye solutions.**

### **C. Sterile Product Preparation**

- ◆ **Adheres to strict protocols for aseptic preparation of biohazardous biologicals, chemotherapy preparations, total parenteral nutrition (TPN), intravenous, intramuscular and subcutaneous products including admixtures.**
- ◆ **Maintains records and statistics associated with sterile compounds.**

### **D. Inventory Control**

- ◆ **Orders and receives medications and other supplies and expedites their delivery.**
- ◆ **Reconciles purchase orders.**
- ◆ **Maintains current records of orders and back orders.**
- ◆ **Assesses usage, rotates stock, destroys or returns expired medications within the pharmacy and wards.**
- ◆ **Maintains Narcotic, Controlled and targeted drug registries according to legal requirements.**

**E. Related Key Work Activities**

- ◆ **Maintains and documents work load statistics.**
- ◆ **Prepares month end reports and statistics.**
- ◆ **Routine clerical duties such as filing and billing.**
- ◆ **Organizes and cleans work area.**
- ◆ **Cleans and decontaminates flow hood.**
- ◆ **Ensures equipment is properly cleaned and maintained.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Participates in Quality Assurance/Quality Control programs as required by local protocols and government regulations.**

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: September, 2007***