



Provincial Job Description

TITLE:
(140) Senior Pharmacy Technician

PAY BAND:
15

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates and supervises Pharmacy Technicians in the acquisition, preparation and checking of medications and other pharmaceutical products. Distributes medications/pharmaceutical products/supplies to Nursing Units, other facilities and community-based health care services.

QUALIFICATIONS:

- ◆ Pharmacy Technician certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Communication and interpersonal skills
- ◆ Organizational and leadership skills

EXPERIENCE:

- ◆ **Previous: Twenty-four (24) months previous experience as a Pharmacy Technician to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Coordination / Administration

- ◆ Coordinates, orientates and trains technicians, students, pharmacists and Residents, as required.
- ◆ Writes procedures for review by management.
- ◆ Prioritizes work, schedules staff and deals with staff payroll issues.
- ◆ Updates and revises forms, documents and “manufacturing” sheets.
- ◆ Assists the pharmacist to deal with distribution and operational problems.
- ◆ Liaises with other departments (e.g., nursing).
- ◆ Assists with performance appraisals and performance reviews.
- ◆ Checks work of technicians and follows up on missing medication orders.

B. Drug Preparation and Distribution

- ◆ Fills orders, dispenses and delivers drugs.
- ◆ Checks and audits patient-specific medications.
- ◆ Refills multi-dose medication containers.
- ◆ Delivers and exchanges unit dose cassettes for Nursing Units, agencies and/or patient homes.
- ◆ Maintains ward stock levels, retrieves and credits unused/expired items.
- ◆ Ensures proper transportation and tracking of drugs to clients or other agencies.

C. 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.

D. 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.

E. 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.**

F. Related Key Work Activities

- ◆ **Maintains and documents workload statistics.**
- ◆ **Prepares month end reports and statistics.**
- ◆ **Performs clerical duties (e.g., filing, billing).**
- ◆ **Organizes and cleans work area.**
- ◆ **Cleans and decontaminates flow hood.**
- ◆ **Ensures equipment is properly cleaned and maintained.**
- ◆ **Participates in the management of 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:

SGEU:

SAHO:

Date: September, 2007