



Provincial Job Description

TITLE:
(003) Drug Distribution Technician

PAY BAND:
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FOR FACILITY USE:

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:

SGEU:

SAHO:

Date: September, 2007