



# *Provincial Job Description*

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***TITLE:*** (140) Senior Drug Distribution Technician      ***PAY BAND:*** 15

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Coordinates and supervises Drug Distribution 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 Drug Distribution 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:*

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*SGEU:*

*SAHO:*

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*Date: September, 2007*