



# *Provincial Job Description*

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***TITLE:***  
**(447) Medication Reconciliation Drug  
Distribution Technician**

***PAY BAND:***  
**14**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Responsible to obtain pre-admission medication history of patients and 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 skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Ability to work independently
- ◆ Valid drivers license, where required by the job

***EXPERIENCE:***

- ◆ **Previous:** Twelve (12) months previous experience working in a hospital pharmacy to become familiar with the environment and medication names and appearances.

## ***KEY ACTIVITIES:***

### **A. Pre-Admission Medication History**

- ◆ Performs medication history of patients.
- ◆ Communicates with community pharmacies, community caregivers to acquire and confirm medication history.
- ◆ Enters all pre-admission medications into Pharmacy Information System (PIS).

### **B. 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.

### **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 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.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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*Date: December 11, 2013*