



# Provincial Job Description

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**TITLE:**  
**(504) Senior Pharmacy Technician**

**PAY BAND:**  
**16**

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**FOR FACILITY USE:**

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## **SUMMARY OF DUTIES:**

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

## **QUALIFICATIONS:**

- ◆ Pharmacy Technician diploma
  - ◆ Licensed with the Saskatchewan College of Pharmacy Professionals

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

- ◆ Intermediate computer skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Ability to work independently
- ◆ Leadership skills
- ◆ Valid driver's license, where required by the job

## **EXPERIENCE:**

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

## ***KEY ACTIVITIES:***

### **A. Coordination / Administration**

- ◆ Coordinates the work of Pharmacy Assistants, Technicians and students.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Provides occasional guidance to primary function of others, including training.
- ◆ 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).
- ◆ Provides input into hiring decisions.
- ◆ Assists with performance appraisals and performance reviews.
- ◆ Establishes short term goals for training of Pharmacy Assistants, Technicians and students.
- ◆ Checks work of staff and follows up on missing medication orders.

### **B. Drug Preparation and Distribution**

- ◆ Receives, assesses, prioritizes, fills, dispenses and delivers medication.
- ◆ Receives verbal prescriptions from prescribers, transposes into electronic medication profile and reduces to writing in the patient record.
- ◆ Checks and audits patient-specific medications.
- ◆ Verifies accuracy of functions performed by other pharmacy personnel.
- ◆ Selects and labels all medications/patient bins.
- ◆ Selects narcotics and controlled medications as required.
- ◆ Follows Federal Regulations when dispensing and replenishing controlled medications (narcotics) and ensures proper accounting of wastage and destruction.
- ◆ Verifies the accuracy of pharmaceutical products prepared for release.
- ◆ Refills multi-dose medication containers.
- ◆ Replenishes automatic dispensing cabinets.
- ◆ Exchanges medication carts and replenishes stock.
- ◆ Assists with response to drug recalls ensuring drug recall process is completed effectively.
- ◆ Responsible for inter-site shipping and receiving.
- ◆ Delivers and exchanges unit dose cassettes/carts.

### **C. Clinical**

- ◆ Obtains relevant health information from patients, community pharmacies, caregivers and other sources (hand written or electronic).
- ◆ Obtains, creates and maintains patient records and medication history.
- ◆ Identifies potential interactions or issues with medications; recognizes and responds to unusual patterns of drug distribution including diversion and misuse.
- ◆ Participates in patient education and training regarding medication devices.

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

- ◆ Pre-packs bulk and unit dose drugs.
- ◆ Performs dosage calculations.
- ◆ Prepares non-sterile compounds, ointments and other solutions.
- ◆ Follows specialized procedures and guidelines when packaging, preparing and re-packaging precautionary medications/hazardous products.

### **E. Sterile Product Preparation**

- ◆ Reconstitutes oral products for repacking.
- ◆ Compounds sterile products.
- ◆ Adheres to strict protocols for handling and aseptic preparation of bio hazardous biologicals, chemotherapy preparations, total parenteral nutrition (TPN), intravenous, intramuscular and subcutaneous products including admixtures.
- ◆ Verifies the accuracy of aseptically prepared intravenous admixtures, TPN, bio hazardous biological and chemotherapy prior to their release/dispensing.

### **F. Inventory Control**

- ◆ Orders and receives medications and other supplies and expedites their delivery.
- ◆ Maintains/reconciles current records of purchase orders and back orders.
- ◆ Assesses usage, rotates stock, destroys or returns expired medications.
- ◆ Maintains narcotic controlled and targeted drug registries according to Federal requirements.
- ◆ Verifies stock requests and replenishes stock.
- ◆ Receives pharmacy inventory and supplies.
- ◆ Monitors medication and supplies for outdated products.
- ◆ Replenishes code modules/night dispensary medications.
- ◆ Monitor refrigerator temperature graphs.
- ◆ Returns medications from patient care areas to stock.
- ◆ Completes entry of received, issued and returned Special Access Program medications.
- ◆ Completes all documentation required.(e.g. inventory management)

**G. Related Key Work Activities**

- ◆ Maintains and documents workload statistics.
- ◆ Prepares month end reports and statistics.
- ◆ Ensures the cleanliness, functionality and integrity of the compounding, packaging, dispensing, equipment and work area.
- ◆ Cleans and decontaminates flow hood.
- ◆ Provides functional guidance and specialty advice to staff and community clinics on Pharmacy department programs/practices.
- ◆ Performs clerical duties.
- ◆ Initiate billing, verify and assist in the adjudication for payment.
- ◆ Assist patients and health care team members in understanding the scope, limitations and exceptions to third-party insurance coverage including coordination of benefits.
- ◆ Participates in Quality Assurance/Quality Control programs.
- ◆ Assists with investigation of medication errors.
- ◆ Assists with Occupational Health and Safety investigations (e.g. needle pokes).

*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: January 15, 2025***