



Provincial Job Description

TITLE:
(504) Senior Pharmacy Technician

PAY BAND:
16

FOR FACILITY USE:

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:

SGEU:

SAHO:

Date: January 15, 2025