



## POSITION DESCRIPTION

<b>POSITION TITLE:</b> Pharmacy Technician	<b>DEPARTMENT:</b> Pharmacy
<b>CLASSIFICATION:</b> Pharmacy Technician	<b>APPROVED BY:</b> Regional Lead – Human Resources
<b>UNION:</b> MGEU Professional Technical	<b>DATE APPROVED:</b> February 15, 2017

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Pharmacy Manager

**POSITIONS SUPERVISED:** None

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### POSITION PURPOSE

Reporting to the Pharmacy Manager and under the general supervision of a Pharmacist or other Pharmacy Technician, the incumbent is responsible for procuring stores, preparing, compounding, packaging, maintaining, issuing, and distributing drugs, chemicals, and supplies in accordance with policy, directives and procedures of the Regional Pharmacy Program. The Pharmacy Technician also completes related clerical duties (document, record, price, and file).

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Procures stores, prepares, compounds, packages, maintains, issues, and distributes drugs, chemicals, and supplies in accordance with policy, directives and procedures of the Regional Pharmacy Program.
- Completes related clerical duties (document, record, price, and file).
- Reviews the information in a prescription for compliance with federal and provincial law.
- Upon approval by the College of Pharmacists of Manitoba and as approved by a Pharmacist Manager, before a drug is dispensed, performs a final check when the process of preparing the drug for dispensing was performed by another Pharmacy Technician, Pharmacy Assistant, Pharmacy Student or Intern.
- Dispenses a drug if a Pharmacist has approved filling the prescription.

- Identifies drug related problems that require referral to a Pharmacist.
- Provides instructions to a patient about the operation of defined medical devices.
- In an outpatient pharmacy, asks a Practitioner and receives his or her instructions for refilling an active prescription without change to the prescription.
- Performs necessary tasks at an external dispensing site.
- Precepts and trains Pharmacy Technicians-in-training, Pharmacists, Pharmacy Assistants, Pharmacy Technician Students and Interns who are performing the above tasks.
- Maintains current competencies that underlie the main duties of a Pharmacy Technician.
- Provides annually to their supervisor, a record of continuing education requirements to maintain their eligibility to be a Pharmacy Technician under the legislation of the Pharmaceutical Act and Regulations.

**Illustrative Examples of Activities of Position:**

- Reviews prescriptions for compliance with policy and legislation.
- Checks medications as per pharmacy procedures.
- Identifies drug related problems during prescription order entry or checking, or during interactions with other members of the inter-professional care team, patients or their agent, or vendors.
- Instructs a patient to properly operate medical devices approved by the Regional Pharmacy Program.
- Obtains refill information from a Practitioner.
- Performs other duties as assigned within the scope of practice of a Pharmacy Technician.

**A Pharmacy Technician may also perform all the duties of a Pharmacy Assistant which include but not limited to:**

- Acts as a pharmacy information resource for other health care professionals within their scope.
- Participates in quality assurance, quality improvement and quality control activities, including preparing records, charts, and oral reports.
- Assists with the collection of required information and maintenance of databases.
- Maintains current knowledge of the Hospital Disaster and Contingency Plans and the requirements of Workplace Hazardous Materials Information System (WHMIS) and Workplace Health and Safety.
- Adheres to all safety and health regulations and safe work practices.
- May be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.

**General:**

- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

## **PERFORMANCE MEASUREMENTS**

1. To be defined.
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## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- CCAPP Accredited Pharmacy Technician Certificate OR the program prescribed by the College of Pharmacists of Manitoba for candidates who successfully complete a non-CCAPP Accredited Pharmacy Technician Certificate.
- Recognized as a Pharmacy Technician by the College of Pharmacists of Manitoba (CPhM).
- Completion or eligible to complete the CPhM Pharmacy Technician Structured Practical Training Program and CPhM Pharmacy Technician Jurisprudence Examination.
- Complete and maintain Regional Pharmacy Program Pharmacy Technician competency assessments.

### **KNOWLEDGE REQUIRED:**

- Knowledge of medical terminology is essential.

### **EXPERIENCE REQUIRED:**

- Previous experience in a hospital pharmacy setting is preferred.

### **SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:**

- Demonstrated basic computer skills.
  - Demonstrated competency in pharmaceutical calculations.
  - Demonstrated effective verbal and written communication skills – fluent English.
  - Demonstrated ability to establish and maintain positive working relationships.
  - Demonstrated ability to work independently and as part of a team.
  - Demonstrated ability to work efficiently with attention to detail.
  - Demonstrated effective decision making and problem solving skills.
  - Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
  - Proficiency of both official languages is essential for target and designated bilingual positions.
  - Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
  - Demonstrated ability to meet the physical and mental demands of the job.
  - Good work and attendance record.
  - Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
  - All Health Care workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
  - Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00.
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**WORK CONDITIONS:**

- No hazardous or significantly unpleasant conditions.
  - May work occasionally evenings and weekends as necessary.
  - Will be required to travel to other regional facilities as the position duties may require.
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**SALARY SCALE:**

As per MGEU Professional Technical Collective Agreement Salary Scale.

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*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*