



POSITION DESCRIPTION

POSITION TITLE: PHARMACY TECHNICIAN
DEPARTMENT: PHARMACY
CLASSIFICATION: PHARMACY TECHNICIAN
UNION: MGEU – TECHNICAL PROFESSIONAL

REPORTING RELATIONSHIPS

POSITION REPORTS TO: REGIONAL DIRECTOR, PHARMACY SERVICES
POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

MAIN FUNCTION: (In Order of Importance):

Reporting to the Pharmacy Manager and under the general supervision of a Pharmacist or other Pharmacy Technician, the incumbent is responsible for performing the following tasks:

- 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 filing).
- 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 technician, pharmacy assistant, 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 Technician students, Pharmacy Assistants, and pharmacy 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 interprofessional 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.
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QUALIFICATIONS

EDUCATION:

Successful completion of:

- a 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.

LICENSES, REGISTRATIONS:

- Recognized or eligible to be recognized as a Pharmacy Technician by the College of Pharmacists of Manitoba (CPhM) is required.
- Pharmacy Technician Certificate.
- Completion or eligible to complete the CPhM Pharmacy Technician Structured Practical Training Program and CPhM Pharmacy Technician Jurisprudence Examination.
- Ability to pass and maintain Regional Pharmacy Program Pharmacy Technician competency assessments.

EXPERIENCE:

OTHER:

- Knowledge of medical terminology essential.

- Effective verbal, written and interpersonal communication skills essential.
- Fluency in the English language.
- Demonstrated competency in pharmaceutical calculations.
- Effective analytical and problem solving skills.
- Flexibility and independence in planning work to meet demanding schedules.
- Ability to create and maintain effective working relationships with other individuals.
- Supports the Philosophy/Mission/Goals and Objectives of the Regional Pharmacy Program and the sites it services.
- Maintains confidentiality in all hospital/patient/resident related matters is maintained.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Good physical and mental health to meet the position demands. Standing, lifting, and repetitive motion. Extensive use of eyesight and concentration for precision work. Extensive use of computers. Exposure to medications, chemicals, and solvents. May be required to travel to other sites.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- May be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facilities' Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: February 15, 2017
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position 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 position 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.