



UNION JOB DESCRIPTION

JD3192

JOB TITLE:	Pharmacy Technician	JOB DESCRIPTION NO.:	40550/F.VI.15405.001
CLASSIFICATION:	Regulated Pharmacy Technician	GRID/PAY LEVEL:	F 32
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15405
UNION:	HEU	JOB/CLASS CODE:	SI: 40550; CNI: 15405
PROGRAM/DEPARTMENT:	Pharmacy, Diagnostic & Community Hospitals; Pharmacy	BENCHMARKS (If Applicable):	15405
REPORTING TO:	Manager or designate		
FACILITY/SITE:	VIHA SI (Royal Jubilee Hospital, Victoria General Hospital, Saanich Peninsula Hospital, Aberdeen Hospital, Lady Minto Hospital) VIHA CI (Cowichan District Hospital, Nanaimo Regional General Hospital, West Coast General Hospital) VIHA NI (Cumberland Health Centre, North Island Hospital-Comox Valley Campus, North Island Hospital-Campbell River & District)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority, patient safety is a priority and a responsibility shared by everyone at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

The Pharmacy Technician operates in accordance with the competency guidelines and scope/standards of practice for Pharmacy Technicians as outlined by the College of Pharmacists of British Columbia, and according to organizational policies, procedures, standards and unit specific protocols.

Processes medication orders that are clinically reviewed for therapeutic appropriateness and approved by a Pharmacist. Receives verbal and non-verbal prescriptions from practitioners and ensures that prescriptions are complete and authentic. Prepares, processes and compounds prescriptions. Ensures the accuracy and completeness of dispensed prescriptions prepared by self or others by verifying order entries and/or performing the final check of dispensed prescriptions. Processes prescriptions for temporary inpatient leaves of absence. Transfers prescriptions to and receives prescriptions from other pharmacies. Enters and ensures the accuracy and completeness of drug and personal health information in the Pharmacy information system. Maintains stock levels and performs clerical duties as assigned

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Processes clinically reviewed and approved medication orders for distribution to a patient, client, or resident.
2. Receives prescriptions (verbal and non verbal) from practitioners and ensures that prescriptions are complete and authentic by performing duties such as verifying allergy status and/or demographics.
3. Prepares and processes prescriptions by performing duties such as entering orders, counting, measuring, packaging or re-packaging medications and compounding various sterile pharmaceutical products according to established procedures. Pre-packages oral, liquid and topical medications into unit-of-use format.

4. Ensures the accuracy and completeness of dispensed prescriptions prepared by self or others by verifying order entries, and/or performing the final check of dispensed prescriptions.
5. Processes prescriptions for temporary inpatient leave of absence by methods such as reviewing, translating and converting existing inpatient medication orders previously reviewed and approved by a pharmacist.
6. Enters and ensures the accuracy and completeness of drug and personal health information in the pharmacy information system.
7. Transfers prescriptions to and receives prescriptions from other pharmacies.
8. Maintains accurate records such as medication verification and the results of quality assurance checks.
9. Distributes medications and maintains relevant inventory, wardstock and narcotic records.
10. Maintains inventory and wardstock levels. Fills wardstock and narcotic requisitions.
11. Identifies outdated drugs to be returned or destroyed by checking stock for lot expiry dates.
12. Maintains department work areas by ensuring tidiness and order. Stocks pharmaceuticals, labels, containers and glassware in accordance with established procedures and standards.
13. Performs related clerical duties such as keyboarding, answering telephone, filing and maintaining medication and prescription records.
14. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12 and graduation from an accredited Pharmacy Technician program or an equivalent combination of education, training and experience. Current practicing registration as a Pharmacy Technician with the College of Pharmacists of British Columbia.

Skills And Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to keyboard.
- Ability to organize work.
- Ability to operate related equipment.