



## UNION JOB DESCRIPTION

JD3902

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|------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------|
| <b>JOB TITLE:</b>            | Pharmacy Technician Trainer                                                                                      | <b>JOB DESCRIPTION NO.:</b>        | 40625/F.CI.15406.001 |
| <b>CLASSIFICATION:</b>       | Pharmacy Technician Supervisor I                                                                                 | <b>GRID/PAY LEVEL:</b>             | F 35                 |
| <b>COLLECTIVE AGREEMENT:</b> | Facilities Subsector                                                                                             | <b>HSCIS NO.:</b>                  | 15406                |
| <b>UNION:</b>                | HEU                                                                                                              | <b>JOB/CLASS CODE:</b>             | SI: 40625 CI: 15406  |
| <b>PROGRAM/DEPARTMENT:</b>   | Pharmacy, Diagnostic and Community Hospitals: Pharmacy                                                           | <b>BENCHMARKS (If Applicable):</b> | 15406                |
| <b>REPORTING TO:</b>         | Pharmacy Technician Supervisor II                                                                                |                                    |                      |
| <b>FACILITY/SITE:</b>        | Royal Jubilee Hospital; Victoria General Hospital; Cowichan District Hospital; Nanaimo Regional General Hospital |                                    |                      |

### JOB SUMMARY:

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

The Technician Trainer - Pharmacy 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.

Reporting to the Pharmacy Technician Supervisor II, the Technician Trainer - Pharmacy is responsible for determining training and orientation requirements and continuing competency of the pharmacy assistants and technicians in the pharmacy in accordance with the scope and standards of practice as outlined by the College of Pharmacists of British Columbia. Under the direction of the Pharmacy Technician Supervisor II or Pharmacy Coordinator, the Technician Trainer - Pharmacy coordinates and determines the orientation and training of pharmacy staff. Participates in quality assurance audits and performs the technical duties of a Pharmacy Technician as required.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Determines the training requirements of all assistants and technicians in non-sterile and/or sterile environments including:
  - entering and maintaining the consistency and accuracy of computer order entry ensuring the safe, effective and efficient usage of automated devices, such as the automated dispensing cabinets, packaging machines and sterile compounding pumps and other technologies.
  - ensuring consistent and accurate compounding of parenteral products such as epidural, total parenteral nutrition, and other sterile aseptic products.
  - ensuring all current and related standards, regulations, policy and procedures are adhered to for accuracy and completeness.
2. Supports, coaches and mentors Pharmacy Technicians and other designated staff by performing duties such as assisting the Pharmacy Technician Supervisor II in scheduling and coordinating work assignments, evaluating employee performance and reporting significant concerns to the Pharmacy Technician Supervisor II.
3. Participates and provides input to the Pharmacy Technician Trainer II in the development and maintenance of standards, policies and training manual for pharmacy staff.

4. Communicates process changes through departmental meetings, by written form, and by providing verbal direction where appropriate.
5. Assists in the orientation of pharmacy assistant students.
6. Performs staff Pharmacy Technician activities such as order entry, checking, manufacturing/compounding, packaging, labeling, storing and distributing pharmaceuticals, under the direction of a Pharmacist and in accordance with departmental policies and procedures.
7. Participates in Quality Assurance Audits according to schedule under the direction of the Pharmacy Technician Supervisor II.
8. Ensures the maintenance, tidiness and upkeep of the dispensary.
9. Participates and provides input to Pharmacy Technician Supervisor II meetings and committees as necessary.
10. Performs other related duties as required.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

Grade 12, and graduation from an accredited Pharmacy Technician program and two years recent related experience, or an equivalent combination of education, training and experience.

Current practicing registration as a Pharmacy Technician with the College of Pharmacists of BC.

### **Skills And Abilities**

- Ability to supervise.
- 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.