

1. IDENTIFICATION

Position No. See Appendix	Job Title Pharmacy Technician	Supervisor's Position Territorial Drug Distribution Supervisor	
Department Health	Division/Region See Appendix	Community See Appendix	Location See Appendix
Fin. Code: See Appendix			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>The Pharmacy Technician works in collaboration with other health care professionals, perform activities related to Pharmaceutical services throughout Nunavut by collecting and processing prescriptions and other medication orders, preparing, dispensing and distributing pharmaceuticals.</p> <p>The Technician works according to established Canadian standards of practice, in accordance with federal and territorial legislation, and territorial and hospital protocols, to provide safe, appropriate and effective medication treatment of all Nunavummiut.</p>
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3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</p> <p>An integral member of the Healthcare Team, the Pharmacy Technician is essential in supporting the pharmacist's expert clinical involvement in the specialized aspect of medications with respect to complete patient care.</p> <p>The Pharmacy Technician, working with the boundaries of the legal scope of practice, is quick thinking, can incorporate knowledge of pharmacy law, and Nunavut health protocols, with sharp problem-solving skills to improvise suitable alternative solutions within critical time limits to avoid disruptions in pharmaceutical care.</p> <p>Having a broad scope of practice and responsibilities unique to Nunavut, often working without a Pharmacist present, the Pharmacy Technician must be absolutely accurate in checking the work of the other Pharmacy Technician.</p>
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4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

I. Inventory Control/Supply Management

- Maintain appropriate medication stock in pharmacy and on nursing units by checking and replenishing stock
- Maintain appropriate medication stock at Health Centres by receiving and filling orders and shipping order back to originating location
- Purchase inventory by preparing the Purchase Orders and submitting the orders to the suppliers to replenish pharmacy stock
- Complete charging of ward stock to specified location in pharmacy computer system
- Recycle or discard returned medications, crediting and restocking inventory returned to pharmacy as appropriate
- Unpack boxes, verify good received with packaging slips, and place received goods on shelves
- Complete all paperwork, enter received goods into pharmacy computer system and generate receiving report noting any discrepancies identified upon receipt of goods
- Clean shelves, check expiry dating and rotate as required in the pharmacy, nursing Units and Health Centre
- Prepare and ship expired stock for returned to supplier for credit after arranging and obtaining authorization to return
- Maintain perpetual inventory balances in pharmacy computer system
- Perform daily cycle counts
- Research discrepancies and adjust stock as required
- Buy and sell inventory to/from other pharmacies as required
- Follow up on recall medication
- Pre-package medication (unit dose, vials, blistered cards, Medivac kit, etc)
- Replenish emergency drug, supplies for cardiac arrest carts
- Perform routine delivery of medications, controlled substances and ward stock to wards
- Track receipt of pharmacy orders and shipment to Health centres
- Order routine supplies
- Perform annual inventory counts

II. Inpatient order processing

- Prepare and dispense medications under the guidance of a pharmacist and supervisor
- Perform medication order entry for all inpatient medication orders, ensuring all medication orders are complete
- Enters all relevant information from physician orders into the pharmacy computer system
- Perform mathematical calculations as required
- Package and label medication for dispensing
- Measure and mix to compound and reconstitute medications based on established formulations or instructions
- Check the work of other Pharmacy Technicians, perform the final check of prescriptions,

- post pharmacist verification, prior to dispensing to patient care area
- Check other medication prepared for patients (refills, missing doses, bedside medications, prepacks)
 - Dispose patient-specific medication into patient drawers
 - Print patient profiles and Medication Administration Records (MARs) and deliver daily

III. Narcotics and Controlled Drugs:

- Maintain Narcotics and Controlled Drug register
- Blister package narcotics and controlled drugs
- Maintain adequate supplies of narcotics on all wards
- Check narcotics going to Community Health centres
- Maintain issue records of narcotics delivered to wards and Community health Centres
- Ensure that all registers, records and forms relating to Narcotics and Controlled Drugs are complete and accurate according to federal legislation
- Perform complete narcotics inventory count on a routing basis and audits/investigate discrepancies as required
- Prepare expired narcotics for destruction according to federal legislation

IV. Other

- Answer phone, providing information and/or redirecting as appropriate
- Provide drug information such as available dosage form and strengths, costs, package sizes, and refer clinical questions to the pharmacist
- Maintain a clean and organized pharmacy
- Perform in-house audits and participate in external audits of drugs and drug records
- Train new staff and students
- May be required to perform other duties as required
- May be required to travel to communities to perform Health centre audits or to travel to cover other Pharmacy Technicians on leave

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge

- Knowledge of computer software applications including pharmacy computer system, email, word processing;
- Knowledge of hospital policies and procedures, Nunavut Territorial Formulary;
- Occupational Health and Safety regulations, Federal and Territorial Pharmacy and drug legislation (Narcotic and Controlled Drug Act, Pharmacy Act), relevant collective agreement, WHMIS, and Standard Universal Precautions.

Skills and Abilities

- Computer and Keyboarding skills;

- Email and word processing skills;
- Interpersonal skills;
- Effective verbal and written communication skills;
- Ability to prioritize;
- Excellent organizational and time management skills;
- Attention to detail and high accuracy rate;
- Team player;
- Ability to work with minimal supervision.

The above knowledge, skills and abilities are typically acquired through;

- Graduation of an accredited Pharmacy Technician program;
- Successful completion of Pharmacy Examining Board of Canada (PEBC) Qualifying Exam and registration with a provincial or Territorial College of Pharmacy;
- Two years of hospital pharmacy experience;
- The ability to communicate in more than one of Nunavut's official languages is an asset.

This is a Highly Sensitive Position. Criminal and Vulnerable Sector Checks required

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- Sitting and standing for long periods, walking, climbing stairs
- Working with various equipment, computer, fax machine, heat sealers, unit-dose packers
- Good mental and physical stamina are required as use of some equipment requires adherence to rigid techniques and extended periods of concentration
- Repetitive manipulations
- Lifting heavy boxes, carrying, crouching, reaching

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- Exposure to infectious disease when moving through the hospital
- Handling of and exposure to hazardous material/chemicals
- No source of sunlight, work in a closed environment under fluorescent lights

- Crowded working conditions

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents' senses.

- Interpretation of many different physicians' hand writing
- Constant requirement to see details/writing, colour, shape, size and clarity
- Noting by smell the presence of damaged and/or hazardous goods
- Accurately hearing and comprehending order requests when interrupted by other distractions
- Good manual dexterity

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- Requires concentration to deal with high level of detail and precision
- Working without a pharmacist on site, presents challenges that tax the Technicians knowledge and skills to their limit, and lead to stress related to the level of comfort, that the correct actions are being taken
- Huge diversity of demands from several aspects of the health care community across Nunavut
- Uniquely broad scope of practice due to limited resources and support network
- Being on stand-by especially when called in the middle of the night

7. CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor Title
<hr/> Printed Name	<hr/> Supervisor Signature
Date:	Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Deputy Head Signature	
Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

9. APPENDIX

Position	Supervisor	Community	Distribution Coding
05084	11908	Iqaluit	10648-01-2-235-1000000-01
10909	11908	Cambridge Bay	10648-01-4-410-1000000-01
11027	11908	Rankin Inlet	10648-01-3-320-1000000-01