



Provincial Job Description

TITLE:
**(467) Administrative Drug Distribution
Technician**

PAY BAND:

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs general accounting functions for the regional Pharmacy department by preparing and maintaining financial statements. Responsible for preparing and presenting reports and statistics.

QUALIFICATIONS:

- ◆ Pharmacy Technician certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Basic keyboarding skills
- ◆ Analytical skills
- ◆ Problem solving skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous:** Eighteen (18) months previous experience which includes twelve (12) months to become efficient as a Drug Distribution Technician and an extra six (6) months to acquire advanced analytical skills and knowledge related to medication use, pharmacy information systems and inventory reconciliation.

KEY ACTIVITIES:

A. Accounting / Financial Statements

- ◆ **Reviews patient charts and dispensing logs against Pharmacy Information Systems (PIS) database for accuracy of prescription information and drug charges (e.g., Home IV Therapy Program, Home Low Molecular Weight Heparin (LMWH) Program, Stem Cell Therapy) and investigates and resolves discrepancies.**
- ◆ **Prepares and maintains financial statements.**
- ◆ **Prepares and submits monthly billing reports for third-party payers (e.g., Saskatchewan Prescription Drug Plan, Saskatchewan Cancer Agency, Health Canada).**
- ◆ **Produces invoices for other departments/clinics and outside agencies (e.g., FIT, Pain Clinic, drug companies).**
- ◆ **Reconciles cost recoveries against invoices, dispensing records and investigates and resolves discrepancies.**

B. Compiling Reports and Statistics

- ◆ **Maintains and verifies accuracy of records (e.g., Stem Cell inpatients, Home LMWH patients).**
- ◆ **Prepares and presents regional pharmacy statistics and reports (e.g., workload measurement, workplace excellence, staffing data).**
- ◆ **Completes month-end reports from PIS database; enters data generated by software reports, verifies data entry, investigates discrepancies, corrects and submits to Finance.**
- ◆ **Assists in developing and maintaining data collection for reports and surveys (e.g., Nursing Survey, Time to First Dose of Antibiotics).**
- ◆ **Liases with staff and other departments (e.g., Nursing, Pharmacist, Finance).**

C. Related Key Work Activities

- ◆ **Participates in the development, writing and implementation of standardized regional pharmacy operating policies and procedures.**
- ◆ **Participates in Quality Assurance/Quality Control programs as required by local protocols and government regulations.**
- ◆ **Creates, edits and formats documents (e.g., spreadsheets, charts, prescription logs, workload documentation forms).**
- ◆ **Interprets, verifies and enters data submitted from medication incident reports onto National System for Incident Reporting database.**
- ◆ **Performs data entry.**
- ◆ **Maintains filing system (e.g., purges/destroys, archives, discharges patient from PIS).**
- ◆ **Answers inquiries from clients regarding pharmacy claims/invoices.**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: September 14, 2015