



# *Provincial Job Description*

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***TITLE:***  
**(503) Pharmacy Technician**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Responsible for the acquisition, preparation, checking and distribution of medications/ pharmaceutical products and supplies to Nursing Units, facilities and other community-based health care services.

***QUALIFICATIONS:***

- ◆ Pharmacy Technician diploma
  - ◆ Licensed with the Saskatchewan College of Pharmacy Professionals

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Intermediate computer skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

***EXPERIENCE:***

- ◆ Previous: No previous experience.

## ***KEY ACTIVITIES:***

### **A. Drug Preparation and Distribution**

- ◆ **Receives, assesses, prioritizes, fills, dispenses and delivers medication.**
- ◆ **Receives verbal prescriptions from prescribers, transposes into electronic medication profile and reduces to writing in the patient record.**
- ◆ **Checks and audits patient-specific medications.**
- ◆ **Verifies accuracy of functions performed by other pharmacy personnel.**
- ◆ **Selects and labels all medications/patient bins.**
- ◆ **Selects narcotics and controlled medications as required.**
- ◆ **Follows Federal Regulations when dispensing and replenishing controlled medications (narcotics) and ensures proper accounting of wastage and destruction.**
- ◆ **Verifies the accuracy of pharmaceutical products prepared for release.**
- ◆ **Refills multi-dose medication containers.**
- ◆ **Replenishes automatic dispensing cabinets.**
- ◆ **Exchanges medication carts and replenishes stock.**
- ◆ **Assists with response to drug recalls ensuring drug recall process is completed effectively.**
- ◆ **Responsible for inter-site shipping and receiving.**
- ◆ **Delivers and exchanges unit dose cassettes/carts.**

### **B. Clinical**

- ◆ **Obtains relevant health information from patients, community pharmacies, caregivers and other sources (handwritten or electronic).**
- ◆ **Obtains, creates and maintains patient records and medication history.**
- ◆ **Identifies potential interactions or issues with medications; recognizes and responds to unusual patterns of drug distribution including diversion and misuse.**
- ◆ **Participates in patient education and training regarding medication devices.**

### **C. Unit Dose Re-Packaging and Compounding**

- ◆ **Pre-packs bulk and unit dose drugs.**
- ◆ **Performs dosage calculations.**
- ◆ **Prepares non-sterile compounds, ointments and other solutions.**
- ◆ **Follows specialized procedures and guidelines when packaging, preparing and re-packaging precautionary medications/hazardous products.**

#### **D. Sterile Product Preparation**

- ◆ Reconstitutes oral products for repacking.
- ◆ Compounds sterile products.
- ◆ Adheres to strict protocols for handling and aseptic preparation of bio hazardous biologicals, chemotherapy preparations, total parenteral nutrition (TPN), intravenous, intramuscular and subcutaneous products including admixtures.
- ◆ Verifies the accuracy of aseptically prepared intravenous admixtures, TPN, bio hazardous biological and chemotherapy prior to their release/dispensing.

#### **E. Inventory Control**

- ◆ Orders and receives medications and other supplies and expedites their delivery.
- ◆ Maintains/reconciles current records of purchase orders and back orders.
- ◆ Assesses usage, rotates stock, destroys or returns expired medications.
- ◆ Maintains narcotic controlled and targeted drug registries according to Federal requirements.
- ◆ Verifies stock requests and replenishes stock.
- ◆ Receives pharmacy inventory and supplies.
- ◆ Monitors medication and supplies for outdated products.
- ◆ Replenishes code modules/night dispensary medications.
- ◆ Monitor refrigerator temperature graphs.
- ◆ Returns medications from patient care areas to stock.
- ◆ Completes entry of received, issued and returned Special Access Program medications.
- ◆ Completes all documentation required. (e.g. inventory management)

#### **F. Related Key Work Activities**

- ◆ Prepares reports and workload statistics.
- ◆ Ensures the cleanliness, functionality and integrity of the compounding, packaging, dispensing, equipment and work area.
- ◆ Cleans and decontaminates flow hood.
- ◆ Provides functional guidance and specialty advice to staff and community clinics on Pharmacy department programs/practices.
- ◆ Performs clerical duties.
- ◆ Initiates billing, verify and assist in the adjudication for payment.
- ◆ Assists patients and health care team members in understanding the scope, limitations and exceptions to third-party insurance coverage including coordination of benefits.
- ◆ Participates in Quality Assurance/Quality Control programs.

*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:**

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**SEIU:**

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**SGEU:**

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**SAHO:**

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**Date: January 15, 2025**