



## **JOB DESCRIPTION**

Title: **Pharmacy Technician / Pharmacy Assistant**

### **General Accountabilities:**

The Pharmacy Technician/Pharmacy Assistant reports to the Director of Pharmacy, or in the absence, to the Director of Patient Care Services and is accountable for assisting in providing pharmacy service in accordance with accepted standards of pharmacy practice.

### **Summary:**

Pharmacy Technicians are defined within the Health Systems Improvement Act, 2007 (Bill 171) which enables the regulation of Pharmacy Technicians and for them to be responsible for their own actions while working under the supervision of a Pharmacist as per the OCP Standards of Practice for Registered Pharmacy Technicians.

Pharmacy Assistants are non-regulated Pharmacy staff that, under the delegated acts process developed by the Pharmacist, are allowed to perform the controlled acts specific to Pharmacy Technicians.

The level of practice of a Pharmacy Technician/Assistant is limited to the technical component of dispensing or compounding and does not include the cognitive function as done by a Pharmacist unless specific written guidelines or policies have been established.

### **Responsibilities:**

- A. Receiving and Entering Orders
  - a. Under the supervision or delegated acts process developed by the pharmacist and according to predetermined policies and procedures, the Technician/Assistant:
    - i. Enters orders;
    - ii. Ensures completeness of information on the order and see clarification as required;
    - iii. Establishes and maintains patient profiles
- B. Dispensing and Distribution
  - a. Under the supervision or delegated acts process developed by the Pharmacist and according to predetermined policies and procedures, the Technician/Assistant dispenses, checks and distributes medication to patient care areas including automated dispensing cabinets
  - b. Prepares compounded products pursuant to prescription order
- C. Manufacturing – Prepackaging
  - a. Prepackages ward unit dose drugs following policies and procedures
  - b. Maintains adequate supplies and stock levels
  - c. Monitors expiry dates of prepackaged and manufactured items
- D. Narcotic and Controlled Drugs
  - a. Procedures associated with narcotics and controlled drugs are carried out using policies and procedures developed by Director of Pharmacy in conjunction with the Pharmacists, which include drug audits, documentation of receipts and issues, counts, and documentation before dispensing and after issuing to patient care areas
  - b. The Technician/Assistant is responsible for maintaining adequate supplies of narcotics and controlled drugs throughout the hospital by ordering supplies as necessary

- c. Responsible for ensuring narcotic balance in vault
- E. Clerical Activities/Inventory Management (delegated acts process not required for these responsibilities unless indicated)
  - a. Preparing purchase orders and placing orders from specified sources
  - b. Receiving and checking supplies purchased
  - c. Restocking medications and related supplies in the pharmacy and in patient care areas according to predetermined requirements. Delegated acts process required when restocking patient care areas including automated dispensing cabinets
  - d. Maintaining order in storage facilities in the department and patient care areas
  - e. Maintaining inventory records including those for narcotics and controlled drugs
  - f. Rotating stock and monitoring expiry dates of all pharmacy related items throughout the hospital (e.g. crash carts, transfer kits, stock drugs, automated dispensing cabinets, etc) unless assigned to another hospital staff member
  - g. Maintaining pharmacy library and drug information files
  - h. Maintaining purchase order catalogues and contracts
  - i. Preparing receipts, invoices, statistical data submission to the finance department, including approving payment invoice
- F. Sterile Product Preparation
  - a. Not Applicable
- G. Communication
  - a. Communicates relevant matters to Physician, Pharmacist, general clinical and management staff while ensuring patient confidentiality
- H. Professional Development
  - a. Participates in education endeavors associated with patient care and attendance at other relevant courses and seminars dealing with Pharmacy content
- I. Other Responsibilities
  - a. duties as assigned by the Pharmacist or Pharmacy Manager, such as participation on interdisciplinary committees or task forces
  - b. participation in the Medication Reconciliation process on patient transfer from one unit to another, according to outlined procedures

#### **Health and Safety:**

- To work in compliance with the Act and regulations.
- To use or wear any equipment, protective devices or clothing set out by the Department.
- Maintain safety devices and personal protective equipment correctly including hand washing
- To report to the supervisor any known missing or defective equipment.
- To report to the supervisor any known workplace hazard.
- To report to the supervisor any known violation of the Act or regulations.
- To not remove or make ineffective any protective device required by the Department or by regulations.
- To use or operate equipment in a way that is not dangerous to other workers.
- Participate in WHMIS programs and follow work related information for this program.
- Comply with policies and processes to eliminate or minimize unsafe acts or conditions including identification and reporting of near miss and actual events.
- Be familiar with emergency response plans and comply with the procedures outlined for each type of emergencies at all times.

#### **Patient Safety for Team Members:**

- Participates in promoting a culture of patient/resident safety
- Demonstrates a commitment to patient safety by speaking up about patient/resident safety issues and changing practices to reflect and enhance safety.

- Participates in near miss and incident reporting through established reporting mechanisms and demonstrates shared accountability for safe practices
- Participates as a member of the team, on processes and strategies related to improving patient safety (Pharmacy Manager is responsible to lead the team to establish processes and strategies related to improving patient safety )
- Demonstrates knowledge of and abides by the requirements of practice for Patient Safety as outlined by Accreditation Canada (i.e. effective communication, infection prevention and control)
- Participates in initial and ongoing patient safety education
- Takes responsibility for maintaining competency.

### **Principle Accountabilities:**

In addition to the general requirements of the Hospital for reliable attendance, timeliness and personal conduct and consistent with all Hospital and Department policies and procedures, the incumbent is expected to:

**Client Safety** - It is everyone's responsibility to identify, reduce and manage risk. Information will be shared about potential risks and to improve services. When incidents do occur, they are identified, reported and recorded in a timely way so ongoing improvements can be made.

**Health and Safety** - It is every employee's responsibility to perform work in accordance with the provisions of the Occupational Health and Safety Act and Regulations, and all SFMH policies and procedures related to Occupational Health and Safety. Staff must be fully knowledgeable of all worker responsibilities under the *Occupational Health & Safety Act*, and the Hospitals' Health & Safety plans, policies and procedures; continually demonstrate commitment to these and ensure compliance to create a healthy and safe environment for staff and self; and attend Health and Safety in-services and take action to address unsafe conditions and procedures.

**Ethics** - All SFMH staff must comply with the MCCH Joint Ethics Statement Submissions

**PHIPA** - Staff will uphold the ethical and legal responsibility to maintain the confidentiality and privacy of client health information obtained while providing care, in accordance with the Personal Health Information Protection Act (PHIPA).

**Code of Conduct** - Staff will establish and maintain respectful, collaborative and professional relationships that include relationships with colleagues, health care team members and employers. Professional relationships are based on trust, respect and by upholding the code of conduct as set out by St. Francis Memorial.

**CQI** - Staff will contribute to and participate in the hospital-wide Continuous Quality Improvement Program by assisting to implement changes as required to improve services and enhance departmental efficiency.

**Emergency Preparedness** - Be fully knowledgeable of the Disaster Manual to understand the actions expected.

**Professional Standards** - Maintain all necessary qualifications and certificates and ensure all professional standards and legislation requirements are met.

### **Qualifications:**

- a) Regulated Pharmacy Technician registered with the Ontario College of Pharmacists;
- b) Graduate of a Pharmacy Technician Community College Course
- c) A minimum of two years Hospital experience preferred

d) Ability to work independently

**Job Relationships:**

Reports to the Director of Pharmacy

Approved by: Director of Pharmacy

Date: 1993 05 10 2012 05 31, 2012 10 12, 2013 02, R 2014 08 26, R 2016 08 01  
R 2021 01 05