



**North Eastman Health Association Inc.
Job Description**

Pharmacy Technician Coordinator

Position Summary

The Pharmacy Technician Coordinator acts as a North Eastman Health Association and assumes responsibility for a leadership role as it relates to pharmacy technician services. This position has direct responsibilities for the Pharmacy Department at the Beausejour Health Centre. Reporting to the Care Team Manager and under the professional direction of the Regional Pharmacist, or pharmacist designate, the Pharmacy Technician Coordinator performs routine technical and clerical procedures associated with drug distribution and inventory management. Primary responsibilities also include policy development, providing feedback on staff performance and supporting committee participation and communication, collaboration in the establishment and implementation of new initiatives and participates in some human resource management functions. These duties are carried out in a manner consistent with departmental, hospital and regional policies promoting the highest degree of quality client care. This position functions in accordance with the North Eastman Health Association's Mission, Vision & Values.

Reports To: Care Team Manager

Union: MGEU – Professional Technical

Qualifications:

Education and Experience

- Grade 12
- Certificate in a Pharmacy Technician Course
- Previous experience in a hospital setting is preferred

Knowledge, Skills and Abilities

- Basic computer skills
- Typing skills of 40 wpm
- Basic math and accounting skills
- Possess effective written and oral communication skills
- Good physical and mental health to meet the demands of the position
- Good interpersonal skills and the ability to work harmoniously with others
- Ability to exercise good judgement and to maintain confidentiality
- Ability to work independently and with an accurate attention to detail

Duties and Responsibilities:

Inventory Management

Ensures that expired drugs are disposed and credited appropriately:

- Checks expiry dates of all pharmacy product monthly
- Prepares for return or disposal of expired or deteriorated stock
- Ensures that all the required accounting procedures associated with expired products are performed
- Inspects medication storage areas to ensure that expiry dates are assigned to all open multi-dose vials and reconstituted products
- Stocks carts and emergency baskets throughout the hospital, rotating stock to limit expiry in low use areas

Performs purchasing, receiving, storage and inventory services:

- Assists in preparation of purchase orders and ordering of product
- Assists in inventory control and notes stock shortages to ensure adequate stock levels at all times
- Prepares correspondence and claims concerning damaged merchandise, shipping errors
- Receives and unpacks shipments
- Checks packing slips and invoices for accuracy of shipments
- Prepares correspondence and claims concerning damaged merchandise, shipping errors and other returns
- Maintains inventory records
- Processes (adding accounting codes) and forwards invoices to accounts payable department (with the Care Team Manager's signature/approval)
- Assist in the annual physical count of the inventory
- Organizes storage issues and deliveries of merchandise between facilities
- Ensures that all products are stored under appropriate storage conditions
- Performs specific housekeeping functions within the Pharmacy Department

Maintains accurate pharmacy records and reports:

- Prepares necessary reports at the end of the day and at the end of the month
- Performs all required accounting functions and reports
- All record keeping is accurate, legible and organized
- Prepares and sends invoices for all monthly sales and/or inter-facility transfers as required
- Ensures that all documentation is completed for all outgoing orders
- Prepares correspondence as required and maintains the general files
- Performs other clerical duties as required

Drug Distribution

With the appropriate pharmacist supervision, ensures prescriptions and ward stock are available for administration:

- Updates pharmacy records regarding patient admission, discharge and transfer
- Assists pharmacists in maintaining the departmental medication profile record
- Assist pharmacists in the filling of prescriptions if required when pharmacist is on site.
- Transports prescriptions to patient care areas
- Restocks medication carts
- Seeks consultation whenever necessary
- Delivers narcotic and controlled drugs to nursing units and signs, with nursing personnel, all narcotic/control drugs into the ward count sheet
- Ensures that all ward stock medication is replenished in an organized, efficient and timely manner including maintenance of ward stock records
- Reviews and restocks medications in night cupboards and Emergency Out-patient Dispensing Cupboards
- Performs other duties as required

Client Responsibility

Provide high quality pharmacy services in a manner that respect our clients (patient, resident, families, communities) through the following functions:

- Respect, courtesy and consideration towards clients are demonstrated
- Confidentiality and privacy needs of the clients are maintained
- Client concerns/complaints are responded to appropriately and promptly

Other Duties and Responsibilities

Follows established workplace safety and health procedures:

- Demonstrates safe operation and maintenance of equipment
- Reports promptly hazardous, unsafe conditions, accidents/incidents, defective or malfunctioning equipment
- Infection control practices are evident
- The fire safety plan is known and there is a clear understanding of the role and responsibilities of the pharmacy department

Participates in quality improvement activities:

- Attends inservice and education sessions as required
- Serves on hospital committees
- Assists in the planning, implementation and evaluation of services and programs of the Pharmacy Department
- Compiles workload measurement and Quality Management Data as assigned
- Makes suggestions for improvements in service delivery

Shows innovative initiative that goes beyond the minimal requirements of the job description:

- Performs or initiates projects that improve the quality and/or efficiency of the pharmacy service
- Performs other duties as necessary or as directed by the Regional Pharmacist

Workplace Safety and Health

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of an unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS)/Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fore prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Services Date

NOTE: Original Signed and Dated April 24, 2008