

**Alberta's Health Regions and Voluntary Organizations and the Health Sciences Association of Alberta (HSAA)**

This classification specification identifies representative duties and responsibilities, and is intended to assist in the determination of the appropriate classification level within each discipline. Some duties and responsibilities may overlap between class levels. The classification specification is not intended to provide an exhaustive list of all duties performed.

Classification Title: **Pharmacy Technician**

Date Updated: **May 20, 2008**

**Job Summary:**

The Pharmacy Technician provides technical and operational assistance to the Pharmacy Department in the preparation, checking, distribution and procurement of pharmaceuticals.

***Key Responsibilities and Typical Duties:***

**Core Duties**

- Screens and fills pharmaceutical orders, labels and packages products, including identifying conflicts, drug interactions, compatibility of ingredients and recommending dosage forms.
- Performs compounding, repackaging of drugs, and preparation of sterile and non-sterile products.
- Transcribes new pharmaceutical orders, changes or refills into computer patient files.
- Presents finalized products for Pharmacist review and verification.
- Distributes pharmaceutical products throughout the facility and/or region.
- Maintains drug inventories and ward stock.
- May perform aseptic preparation of chemotherapy, total parenteral nutrition (TPN), intravenous, intramuscular and subcutaneous products including admixtures, epidurals, and other specialty products.
- May participate in a Long Term Care controlled dosage system (i.e. preparation of blister packaging using heat sealer, Medication Administration Record (MAR) sheet generation, etc.).
- May maintain correct and complete records (e.g. narcotic, controlled, and targeted drug registries).

**Other Related Duties**

- Prepares and places orders with suppliers, other hospitals, and/or local retail pharmacies.
- Reconciles purchase orders.
- Checks that all pharmaceuticals are in good condition and replaces them if expired or damaged.

**Other Related Duties** (cont)

- Maintains and operates all equipment required for sterile preparation and prepackaging and ensures general care and cleanliness of the work area.
- Generates various month end drug cost reports and statistics.

**Leadership**

- Provides training and orientation to students and new staff as required.
- Acts as a preceptor for Pharmacy Technician students.
- May provide technical guidance to Pharmacy Assistants or general support staff.

**Decision-Making**

- Prepares products using recommended techniques and professional guidelines.
- Required to conduct mathematical calculations for compounding products.
- Refers all matters requiring professional judgment, including drug information requests, drug selection, and patient specific drug therapy issues to a Pharmacist.

**Knowledge:**

**Education**

- Graduation from an accredited Pharmacy Technician Program.

**Registration Requirements**

- Registered, as a Pharmacy Technician, with the Alberta College of Pharmacists (CAP).

**Working Conditions:**

**Physical Demands**

- May be required to perform light to medium lifting and pushing.
- May be required to stand or sit for long periods, including while working at a computer terminal or when preparing sterile products in laminar flow hood.
- May be required to perform repetitive tasks and motions.

**Work Environment**

- Works under controlled conditions with potential exposure to various chemotherapeutic and biological agents.
- Potential exposure to heat and/or noise.