

---

## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

---

**Job Family:** Patient Care Technical

**Class Series:** Pharmacy

**Grid:** 32

**Class Title:** Pharmacy Technician

### **I. Level Definition**

After prescriptions have been reviewed and approved by a Pharmacist for therapeutic appropriateness, positions at this level independently prepare, process, or compound prescriptions and ensure prescriptions are accurate, complete, and authentic; compound parenteral solutions such as chemotherapy and other medications; perform the final check of a dispensed prescription; and transfer prescriptions to, and receive prescriptions from, other pharmacies; in accordance with the scope of practice and standards of practice as outlined by the College of Pharmacists of BC.

### **II. Typical Duties**

1. Ensures the accuracy and completeness of dispensed prescriptions by verifying order entry and/or performing the final check of a dispensed prescription prepared by self or others and maintains related records.
2. Receives prescriptions (verbal or written) from a practitioner and ensures that prescriptions are complete and authentic by performing duties such as verifying allergy status, or demographics.
3. Transfers prescriptions to and receives prescriptions from other pharmacies.
4. Prepares and processes prescriptions by performing duties related to the dispensing of drugs such as entering orders; counting, measuring, packaging or repackaging medications and compounding medications such as sterile, oral, topical, or parenteral for distribution.
5. Processes prescriptions for temporary outpatient use by methods such as reviewing, translating and converting, existing medication orders previously reviewed and approved by a pharmacist.
6. Check and delivers ward supplies and other stock requirements; pre-packages tablets and liquids into unit dose packages.
7. Distributes authorized drugs and maintains inventory records.
8. Performs related clerical duties such as keyboarding, answering telephone, filing and maintaining records of drug and medication use and cost.
9. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12 and graduation from an accredited Pharmacy Technician program or an equivalent combination of education, training and experience. Current practicing registration as a Pharmacy Technician with the College of Pharmacists of B.C.

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to keyboard.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.