
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care Technical

Class Series: Pharmacy

Grid: 35

Class Title: Pharmacy Technician (Supervisor I)

I. Level Definition

Positions at this level supervise Pharmacy Technicians and other designated staff, and perform pharmacy technician duties as required in accordance with the scope of practice and standards of practice as outlined by the College of Pharmacists of British Columbia.

II. Typical Duties

1. Supervises Pharmacy Technicians and other designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
2. 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.
3. 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.
4. Transfers prescriptions to and receives prescriptions from other pharmacies.
5. 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.
6. Processes prescriptions for temporary outpatient use by methods such as reviewing, translating and converting, existing medication orders previously reviewed and approved by a pharmacist.
7. Check and delivers ward supplies and other stock requirements; pre-packages tablets and liquids into unit dose packages.
8. Distributes authorized drugs and maintains inventory records.
9. Performs related clerical duties such as keyboarding, answering telephone, filing and maintaining records of drug and medication use and cost.
10. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, and graduation from an accredited Pharmacy Technician program and two years recent related experience, 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 supervise.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to keyboard.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.