

PERTH & SMITHS FALLS DISTRICT HOSPITAL
OPSEU 2026-159
Internal Job Posting

DEPARTMENT: PHARMACY

POSITION: PHARMACY TECHNICIAN
PERMANENT PART-TIME

SUMMARY OF DUTIES:

The Pharmacy Technician works to the scope of practice as described within the National Association of Pharmacy Regulatory Authorities (NAPRA) Model Standards of Practice for Canadian Pharmacy Technicians to support the Pharmacists and ensure the safe and accurate distribution of medications in the Hospital.

The Pharmacy Technician is accountable to the Ontario College of Pharmacists and to PSFDH for his/her professional service to patients of the Hospital.

Pharmacy technician's expertise focuses on the knowledge, skills and abilities related to the technical elements of prescription and patient information and of product and drug distribution. At PSFDH the Pharmacy Technician performs the following technical functions within the operation of pharmacy services including, but not restricted to; receiving a written prescription, reading a prescription order, accurate computer order entry, selecting the drug (determining the product to dispense) adjusting a medication order according to an approved policy (i.e. TIP), processing of patient drug orders; maintaining patient profiles, packaging, compounding (sterile and non-sterile), labelling, distribution (stocking, dispensing), care of supplies and equipment, final physical check for accuracy of finished product; inventory control, and record-keeping.

DUTIES AND RESPONSIBILITIES:

Receiving and Entering Orders

- Receives medication orders;
- Ensures completeness and accuracy of information on medication orders;
- Enters and/or reviews medication orders in the patient's electronic chart ensuring orders conform to hospital policies (i.e. ANLO and DNUA)
- Sends appropriate computer generated alerts to nursing unit
- Maintains Patient profiles
- Generates medication labels

- Prepares new and refills individual patient prescriptions, counting, pouring, weighing, measuring, mixing, re-packaging and labelling medications;
- Performs independent double check of order entry and medication prior to dispensing
- Collaborates with the Pharmacist to confirm that therapeutic review of patient orders and prescriptions has occurred including notification of drug interactions, duplications and maximum doses alerts
- Performs mathematical calculations relating to pharmacy
- Refer requests outside of scope of practice to the Pharmacist

Dispensing and Distribution

- Dispenses checks and distributes patient specific and ward-stock medications to patient care areas
- Ensures all documentation and record keeping is clear, accurate, concise and completed according to hospital policies
- Responsible for checking expiries in pharmacy, documented, in patient care areas, crash carts and assigned kits
- Performs assigned audits
- Maintains prescription records as per OCP standards
- Maintain storage requirements for all drugs including cold chain

Manufacturing – Prepackaging

- Prepackages ward stock drugs as per hospital polices and procedures according to NAPRA standards
- Maintains adequate supplies and stock levels
- Monitors expiry dates of prepackaged and manufactured items
- Maintains quality control of equipment used in pharmacy

Narcotic and Controlled Drugs

- Issues narcotics and controlled drugs to the Nursing Units and maintains records in accordance with the Controlled Drugs and Substances Act and Hospital policies and procedures; activities include, drug audits, count sheet audits, documentation of receipt and issue, monthly counts, assisting in resolving narcotic discrepancies replenishing and supply of anaesthesia kits to OR, documentation before dispensing and after issuing to patient care areas, maintenance of narcotic night cupboard
- The Technician is responsible for maintaining adequate supplies of narcotics and controlled drugs throughout the hospital by ordering as necessary
- The technician is expected to follow all hospital policies pertaining to the safe storage of narcotic and controlled substances in the department and transport of these medications in the hospital

Inventory Management/Clerical Activities

- Performs inventory and purchasing functions including ordering and receiving medications from vendors; inventory management, expired product returns, annual physical inventory count and financial reporting; Ensuring that all medications are labelled as per policy prior to making available for distribution (i.e. high alert medications)
- Responsible for restocking medications and related supplies in the pharmacy and in patient care areas

- Ensuring storage of medications in the department and patient care areas is clean, and well organized
- Maintaining inventory records including those for narcotics and controlled drugs
- Rotating stock and monitoring expiry dates of all pharmacy related items throughout the hospital e.g. medications in crash carts, transfer kits, ward-stock, medication administration carts, etc.
- Ensures ordering complies with Healthpro and 350 contracts
- Ensures communication of any impending stock out to pharmacy manager

Sterile Product Preparation

- Comply with annual recertification in accordance with the NAPRA Model Standards for Pharmacy Compounding of Sterile Preparations
- Prepares sterile products as per NAPRA standards following all associated hospital policies and procedures
- Responsible for recording required environmental quality metrics of clean room and equipment used in sterile compounding
- Ensures compliance with NAPRA standards when stocking sterile preparation room with supplies

Communication

- Pharmacy technicians are expected to communicate effectively and respectfully with all members of the health care team while ensuring patient confidentiality

JOB SPECIFICATIONS

EDUCATIONAL REQUIREMENTS

- Graduation from a CCAPP-accredited Pharmacy Technician Program (all new hires)
- Current unrestricted registration as a Registered Pharmacy Technician (R.Ph.T.) with the Ontario College of Pharmacists.

Assets

- Competency in sterile preparation as per NAPRA standards
 - Experience in the use of the Meditech or Cerner computer system
 - Excellent interpersonal skills with demonstrated ability to Communicate effectively, courteously, and tactfully;
 - Ability to work under time restraints and meet deadlines;
 - Ability to work in a team environment;
 - Must have previous proven good performance and attendance record
-

How to apply: Please email HR@psfdh.on.ca and quote job number in subject line.

Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.

Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283-2330 ext. 1132 for assistance.

We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.