



SASKATCHEWAN CANCER AGENCY

JOB DESCRIPTION



TITLE: *Oncology Pharmacy Technician*

PAY GRADE: 5

DATE: *April 2024*

REVISED:

GENERAL ACCOUNTABILITY:

Reporting to the Site Manager Oncology Pharmacy Services and working under the direct supervision of the Senior Pharmacy Technician, the Pharmacy Technician provides technical pharmacy services to the patients and clients of the Saskatchewan Cancer Agency. The incumbent is responsible for integration of daily operational activities without supervision as a member of the pharmacy team. Oncology pharmacy services in a Tertiary Cancer Centre requires performing to the technician's full scope of practice to safely and accurately provide and maintain timely drug product preparation and distribution. The Oncology Pharmacy Technician must demonstrate a high degree of responsibility, accuracy and precision, including adherence to all standards and safety policies and procedures.

QUALIFICATIONS:

Education:

- Pharmacy Technician certificate or diploma
- Licensed with the Saskatchewan College of Pharmacy Professionals (SCPP)

Experience:

- No previous experience

Skills:

- Ability to effectively communicate factual information both orally and in writing.
- Ability to remain focused in an environment of numerous distractions and interruptions.
- Moderate judgment and problem solving skills are required to select the most appropriate action from a variety of alternatives.
- Human relations skills required to empathize with complaints and/or concerns and establish rapport with patients, the public and other staff.
- Knowledge and training in aseptic technique and sterile product preparation.
- Knowledge of the legal requirements set forth by the provincial regulatory body for pharmacies, pharmacists and technicians.
- Strong organizational skills and the ability to manage several concurrent tasks in various stages of completion according to priorities collaboratively set by the pharmacy team.
- Strong attention to detail.
- Competent in the use of computers and Microsoft applications.
- Maintain confidentiality.
- Knowledge of culturally responsive care for First Nations and Métis people.

KEY RESPONSIBILITIES:

Sterile Admixture Service

- Adhere to and understand department policies and procedures regarding PPE, hand hygiene, USP 800/797 standards and safe handling of hazardous drugs.
- Successfully completes and passes sterile product certification and routine finger- tip testing as per NAPRA guidelines.
- Adhere to strict procedures for aseptic technique in the preparation of all IV admixtures
- Perform appropriate and regular cleaning, disinfection and decontamination of the biologic safety cabinets and IV room according to departmental procedures.
- Responsible for providing a final check of the work of other pharmacy staff to ensure the accuracy of all components of a medication prior to the final product being released to the patient.

Oral/Outpatient Medication Dispensing

- Accurate and professional dispensing of all oral/outpatient medication orders, according to all policies and procedures for handling hazardous drugs.
- Effectively communicate with patients and outside programs requesting new and/or refill supply of their outpatient medications.
- Repackage and label bulk medications in unit-dose and unit-of-use quantities using proper quality control procedures.
- Responsible for providing a final check of the work of other pharmacy staff to ensure the accuracy of all components of a medication prior to the final product being released to the patient.

Inventory Management

- Maintain accurate drug inventory through prescription issue, IV issue and/or wardstock issue within the Cancer Centres or COPS centres
- Check and rotate stock and ensure accurate lot management for preparation and dispensing of medications.
- Unpack hazardous drug shipments, ensure all drugs and supplies are stored properly and re-stock drug inventory according to department procedures.
- Ensure proper stock is used and records are maintained according to procedures for investigational drug obtained through Health Canada's Special Access Program (SAP), patient access programs, and from clinical trials.
 - Maintain the appropriate legal documentation for narcotic and controlled drug supply and issue.
- Maintain appropriate stock levels for drugs and supplies and communicates any shortages to the senior pharmacy technician.
- Identify products which require appropriate disposal and return for credit whenever the drug product has been compromised or is expired.

Shipping

- Ensure proper packaging, delivery (within Cancer Centre or to hospital), transportation (bus, courier, mail) and tracking records for all drug orders prepared and provided within the Cancer Centre or sent to clients or other organizations from the Cancer Centres.
- Ensure all hazardous drugs are transported according to approved policies and procedures required to minimize the risk of occupational and environmental contamination.

Clinical Activities

- Obtain relevant health information from patients and/or electronic sources.
- Enters patient prescription orders into the pharmacy system and maintains accurate patient profiles.
- Obtain and document patient medication histories and allergies within electronic chart.
- With the assistance of information software, identifies potential interactions, therapeutic duplication and incompatibilities within patient profiles and notifies a pharmacist for clinical review.

ACCOUNTABILITY AND QUALITY MANAGEMENT:

- Assist pharmacy management in the development and revision of policies and procedures
- Accept responsibility and accountability for actions performed as a licensed pharmacy technician.
- Adheres to all legal requirements set forth by the SCPP regarding the filling, preparing and dispensing of prescriptions.
- Maintain currency with all provincial, national and international standards and guidelines relating to the preparation of sterile products and hazardous drugs.
- Perform quality assurance audits/checks on medication distribution functions and activities.
- Comply with quality management activities according to the objectives and goals of the SCA Oncology Pharmacy Service program.
- Conduct activities and responsibilities in a safe and responsible manner as outlined in the Occupational Health and Safety Act, Transportation of Dangerous Goods Act and relevant WHMIS legislation.

MISCELLANEOUS:

- Organize and clean work areas and ensures equipment is properly cleaned according to departmental policies and procedures.
- Interact with individuals and teams in a positive manner in order to meet goals and objectives.
- Compliant with SCA policies and procedures for protection of personal information.
- Participates in department committees, process development, continuing education and professional activities as required.
- Assist patients and health care team members in understanding processes for patients to access medications internally and externally to the SCA.
- Provide occasional guidance and training relating to the primary activities and functions of the position.
- Maintain workload and other statistics associated with the drug preparation and distribution process, across all dispensing functions.
- Lifting, pushing or pulling weight up to 50 lbs including receiving drug orders, pharmacy supplies, delivery of medication or charts.
- Constant manipulation and filling of syringes for injectable dose preparation is required.

PATIENT AND FAMILY CENTERED CARE:

Patient, Resident, Client and Employee safety is a critical aspect of quality healthcare. All staff are accountable for creating a culture of safety, working as a team, communicating effectively and responding to adverse events.

SAFETY

As part of the overall Agency commitment to safety and in accordance with the Agency's Safety Plan, the incumbent is expected to act accordingly to keep themselves, patients/clients and workers safe. The incumbent will ensure that health and safety requirements applicable to their area of responsibility are in compliance with Saskatchewan Safety Legislation. The incumbent will be an active champion of the organization's Safety commitment and initiatives and where applicable, will engage, promote and support specific safety program(s) or initiative(s) (eg. Emergency Preparedness, committee work, etc.).

The above statements reflect the general details considered necessary to describe the principle functions of the job and shall not be construed as a detailed description of all the work assignments that may be inherent to the job.