

---

## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

---

**Job Family:** Patient Care Technical

**Class Series:** Pharmacy Technicians

**Grid:** SB20

**Class Title:** Pharmacy Technician I (A)

### **I. Level Definition**

Positions at this level measure, compound, package and distribute drugs and medications. Checks the work of other Pharmacy Technicians for accuracy and completeness and maintains related records.

### **II. Typical Duties**

- (1) Assists with drug dispensing by entering orders, counting/measuring drugs, putting medications into containers and compounding medications such as lotions, ointments and creams for inspection and distribution.
- (2) Checks and delivers ward supplies and other stock requirements; pre-packages tablets and liquids in unit dose packages.
- (3) Checks the work of other Pharmacy Technicians for accuracy and completeness.
- (4) Distributes drugs authorized by Pharmacist and maintains inventory records.
- (5) Performs related clerical duties such as typing, answering telephone, filing and maintaining records of drug and medication use and costs.
- (6) Performs other related duties as assigned.

### **III. Qualifications**

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

Grade 12, graduation from a recognized Pharmacy Technician course plus one year's recent, related experience or an equivalent combination of education, training and experience.

#### **(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 type.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.