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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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Job Family: Patient Care

Class Series: Pharmacy Technicians

Rate: PC 12

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.