

PHARMACY TECHNICIAN

GENERAL

Under direction of a pharmacist, incumbents in this class are responsible for dispensing medication in mental health centres.

TYPICAL DUTIES

Under direction, receives and fills requisitions for narcotics and controlled drugs for the patients in the wards.

Assists in interpreting and dispensing prescriptions for out-patients.

Operates an electronic tablet counting machine as required.

Maintains daily pharmacy patient records and statistics including numerical filing of prescriptions, maintenance of a cardex system, typing of labels, general filing, etc.

Maintains facilities in a clean and orderly fashion.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Ability to learn generic names of drugs and manufacturers' names of drugs.

Ability to co-operate and communicate with staff and patients.

Interest in pharmacy function.

Ability to undertake on-the-job training courses as required.

Education, Training and Experience

Grade XII or an acceptable combination of education and experience.

In-service training provided by professional pharmacy staff.

Physical Standards

Physically capable of performing the duties assigned.