



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Relief Pharmacy Technician	
Position Number(s)	Community	Division/Region(s)
17-11838	Yellowknife	Pharmacy Services/Stanton

## PURPOSE OF THE POSITION

The Relief Pharmacy Technician procures and distributes medications and vaccines within Stanton Territorial Hospital (STH), its affiliated clinics and select NWT health centres. All duties are in accordance with The NWT Pharmacy Act and Bylaws, STH Departmental Policies, and Canadian Society of Hospital Pharmacists Standards of Practice, to ensure safe, adequate, and timely supply of medications to STH patients and clients.

## SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̨chǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłı̨chǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

Stanton Territorial Hospital is an accredited facility, located in Yellowknife, Northwest Territories (NWT). STH is the referral center for approximately 43,000 NWT residents and 5,900 residents from the Kitikmeot Region of Nunavut. STH provides health care services to adults and children on an inpatient/outpatient and outreach basis in order to restore health with dignity.

Located in Yellowknife and reporting directly to the Manager, Pharmacy Services, the position is one of two Relief Pharmacy Technicians. The Pharmacy department manages and maintains medication inventory in acute care units through automatic dispensing cabinets (ADCs). ADCs are computerized drug storage devices that allow medications to be stored and dispensed near the point of care while controlling and tracking drug distribution. One of the primary duties of the Relief Pharmacy Technician will be to manage the ADC system and assure medications are accessible to healthcare staff in a safe and efficient manner. Additional duties will include preparation of monthly bubble-pack medication cards for long term care patients and supporting ambulatory care services within STH (i.e. Dialysis Clinic, Medical Daycare) by providing necessary ward stock medications. The Relief Pharmacy Technician will actively participate in the preparation of sterile and non-sterile compounded medications for STH inpatient and ambulatory care patients.

The Relief Pharmacy Technician will be involved in the distribution of vaccines and formulary medications to select health centres and public health units in the NWT.

The Pharmacy requires 24-hour coverage. Therefore, the Relief Pharmacy Technician may be required to share standby on a weekly rotating basis with other pharmacy staff members (approximately 7 shifts every 4 to 6 weeks).

## **RESPONSIBILITIES**

### **1. Maintains an adequate supply of medications on all units/clinics.**

- Loads, unloads, refills, configures, track discrepancies through the ADCs and performs regular top-up of ward stock items.
- Fills and delivers interim doses to units, and picks up orders on scheduled rounds.
- Refill operating room narcotic boxes and medication.
- Manage the distribution of crash carts and monitor their inventory and expiry dates,
- Packages and ships vaccines and drug orders to select health centres and public health units throughout the NWT.
- Distributes necessary medications to other clinics affiliated with STH (i.e. Dialysis Clinic, Medical Daycare, NOW program).
- Support the distribution of medications associated with territorial programs (i.e. Medical Assistance in Dying, Take Home Naloxone Program).

**2. Prepares medications for distribution to Nursing Units.**

- Prepackaging of oral and liquid unit dose items.
- Compounding of oral, topical, and parenteral formulations (including chemotherapy), in accordance with established standards of practice, departmental policies and procedures.
- Involved in the Tech Check Tech process for selected workflows within the pharmacy (excluding chemotherapy) for quality assurance purposes.

**3. Maintains inventory.**

- Monitor stock levels, make recommendations to the Manager, Pharmacy Services and generate requisition orders for adequate supplies from manufacturers and distributors.
- Receive stock and verifies all shipments before storing stock in appropriate locations within the department/hospital.
- Ensure appropriate environmental parameters are maintained for proper storage of pharmaceutical inventory.
- Update computerized inventory as necessary, to reflect changes and contracts, pricing, and vendor information.
- Monitor expiry dates of medications stored in the ADCs and the medication trays maintained in ambulatory care clinics, on a scheduled basis.
- Monitor impacts of drug shortages/allocations.
- Determine if outdated stock can be returned to vendors for credit, and then complete the return process.
- Maintain and collect appropriate entries for pharmacy's Narcotic Log to assure all controlled substances are accounted for.

**4. Performs daily functions to ensure an efficient work flow and safe working environment.**

- Assist with prescription order entry, as time permits.
- Help to keep the department clean and clear of debris.
- Troubleshoot any concerns or issues with ADCs: equipment maintenance, narcotics discrepancies.
- Manage and compile appropriate prescriptions files/records as mandated by STH policies.
- Provide technical support to pharmacists, in regards to the current pharmacy information system.

**WORKING CONDITIONS**

**Physical Demands**

The incumbent will be required to pick up and deliver prescriptions to and from patient care areas.

(12 times per week – 25 minutes – Low)

The incumbent will be required to lift boxes full of medications and other supplies while stocking and restocking shelves (often lifting items above the shoulder and head).  
(5 times per week – 1 hour – Moderate)

### **Environmental Conditions**

The incumbent will assist in the processing, packaging, compounding, and preparing of IV admixtures of a variety of medications. These workflows have the potential to expose the incumbent to oral solid and parenteral hazardous medications, biological toxins and non-hazardous medications which may result in significant risk to health and personal safety (i.e. many residual traces are present and difficult to avoid or detect)  
(Daily – 2.5-4 hours – High)

### **Sensory Demands**

The incumbent will need to focus in on a variety of components when mixing medications and compounds as well as when reviewing and sorting prescriptions, that must be 100% accurate.  
(5 times a week – 4 hours – High)

The incumbent will spend a significant amount of time working on a desktop computer  
(Daily – 3-5 hours – Moderate)

### **Mental Demands**

The Relief Pharmacy Technician experiences constant demands from nursing staff, physicians, pharmacy staff and other departments, as they attempt to support other clinical practices and work flow here at STH and other community facilities. The position must deal with these situations on a daily basis (approximately 3 hours) with a high degree of intensity.

In addition, within the health care setting there can be significant lack of control over the work pace, with frequent interruptions (work is often dictated by external factors) that may lead to mental fatigue or stress.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of medications and an ability to maintain an adequate supply of medications within a hospital or clinical setting.
- An ability to prepare purchase or stock orders and arrange for the acquisition of stocked items.
- Knowledge of and an ability to operate desktop computers in order to send and receive electronic mail and conduct research.
- Knowledge of and an understanding of medical terminology and an ability to function within a medical environment.
- An ability to recognize trends and usage patterns.

**Typically, the above qualifications would be attained by:**

This level of knowledge is typically acquired through the completion of a recognized Relief Pharmacy Technician Training program, and 1 year experience in a unit dose hospital.

The Relief Pharmacy Technician must have at least 1 year experience in compounding sterile preparations using aseptic technique, such as in a Centralized IV Admixture program or Parenteral Chemotherapy program.

**ADDITIONAL REQUIREMENTS**

**Stanton Territorial Hospital Requirements**

Within Stanton, all health care providers must be able to acquire within a reasonable time frame and remain current with the following training & certifications:

- Emergency Response
- Fire Training
- FIT Testing
- Infection Control
- Privacy and Confidentiality
- Social Media Training
- Workplace Bullying/Respectful Workplace
- Workplace Hazardous Materials Information System

**Position Security (check one)**

No criminal records check required  
 Position of Trust – criminal records check required  
 Highly sensitive position – requires verification of identity and a criminal records check

**French language (check one if applicable)**

French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION  
Basic (B)  Intermediate (I)  Advanced (A)   
READING COMPREHENSION:  
Basic (B)  Intermediate (I)  Advanced (A)   
WRITING SKILLS:  
Basic (B)  Intermediate (I)  Advanced (A)   
 French preferred

**Indigenous language:** To choose a language, click [here](#).

Required  
 Preferred