

JOB DESCRIPTION
Technician, Pharmacy
(Investigation Drug Service)
University Health Network

I. JOB SUMMARY

As an integral member of the Pharmacy Services, the responsibilities of the **PHARMACY TECHNICIAN**, include: managing the clinical investigational drug (CID) inventory; providing technical direction and assistance with clinical trial protocols; performing drug distribution activities, when required; maintaining information and assisting in the record keeping related to clinical trials required by the study protocols; preparing intravenous and or chemotherapy products in accordance with established ; maintaining the clinical investigational work areas in a clean and orderly manner; performing workload measurement support functions; performing training/educational functions; performing cross-functional and other duties and responsibilities consistent with the job classification.

II. KEY ACCOUNTABILITIES & RESPONSIBILITIES REQUIRED

1.00 Manages the clinical investigational drug (CID) inventory.

These duties are performed 20% of the day.

- 1.01 Manages inventory for clinical investigational drug trials, including independently ordering CID, within scope of authority, receiving, organizing and monitoring the use of CID.
- 1.02 Conducts physical counts of CID and resolves any discrepancies.
- 1.03 Monitors expiry dates of CID and returns study materials, as required.
- 1.04 Maintains separate supplies of returned CID from patients for trials that have this requirement.

2.00 Provides technical assistance with clinical trial protocols.

These duties are performed 20% of the day.

- 2.01 Utilizes knowledge of equipment and other technical skills to provide technical guidance for protocol summaries
- 2.02 Organizes a study binder for each trial with sections for all required documentation.
- 2.03 Participates in the set-up of clinical drug trials, as required, including assembling study binders and other required items.
- 2.04 Assists with staff orientation to clinical investigational drug trials.

3.00 Maintains information and assists in the record keeping related to clinical trials required by the study protocols.

These duties are performed 10% of the day.

- 3.01 Files all paperwork pertaining to inventory control activities.
- 3.02 Performs internal audits of CID dispensing records and helps resolve discrepancies.
- 3.03 Meets with external monitors and responds to questions regarding inventory control and documentation and prepare responses in writing, if required.
- 3.04 Provides workload statistics for billing activities.
- 3.05 Assists in preparing invoices for cost reimbursement of drugs used for clinical trials.
- 3.06 Prepares site-specific list of active drug studies on a regular basis for distribution to pharmacy staff.
- 3.07 Assists in maintaining the CID database, including inputting information and generating reports.
- 3.08 Assists in compiling statistical data.

4.00 Performs drug distribution activities.

These duties are performed 10% of the day.

- 4.01 Process inpatient and outpatient CID orders and input into pharmacy computer system under supervision of pharmacist.
- 4.02 As assigned, assists in preparing medication and supplies for dispensing.
- 4.03 Prepack medications into appropriate/single unit of issue as needed.
- 4.04 Prepares or compounds extemporaneous products using appropriate technique under supervision of pharmacist.

5.00 Prepares intravenous and or chemotherapy products in accordance with established procedures.

These duties are performed 10% of the day.

- 5.01 Have an IV ads certification, in order to use aseptic techniques in the preparation of IV admixtures with particular emphasis on the safe handling of injectable cytotoxics and biohazardous agents.
- 5.02 Assembles medication, supplies, and equipment and prepares products according to master worksheets or set procedures.
- 5.03 Ensures double-checking of all CID products before dispensing to units.
- 5.04 Ensures products manufactured by pharmacy follow quality control requirements.

6.00 Maintains the clinical investigational drug work areas in a clean and orderly manner.

- 6.01 Ensures all CID trial work areas are maintained in a clean, orderly, organized and presentable manner.
- 6.02 Ensures all active studies in various areas of pharmacy (Inpatient and Outpatient areas) are maintained in an organized fashion to enable respective staff to clearly identify location of study binder and its respective drug supply.

7.00 Performs workload measurement support functions.

- 7.01 Assures completion of continuous quality improvement activities and workload reports for IDS.
- 7.02 Submits required reports in a timely manner.
- 7.03 Assists and participates in team and departmental planning with other pharmacy staff.

8.00 Performs training/educational functions.

- 8.01 Assists IDS pharmacist in training of pharmacy staff to study procedures.
- 8.02 Attends relevant educational conferences and seminars.
- 8.03 Participates in ensuring the ongoing skills development of technical staff.
- 8.04 Maintains personal and professional development; participates as an active member in committees.
- 8.05 Participates in the education of pharmacy assistant program students, pharmacy students, and residents and in the orientation and training of new employees and pharmacy residents as required.

9.00 Performs quality improvement and quality assurance implementation as they relate to IDS.

- 9.01 Assists in performing regular internal audits on CID inventories and drug accountability logs.
- 9.02 Assists in identifying problems and suggest improvements.
- 9.03 Assists in implementation of quality initiatives and improvements.
- 9.04 Responds to technical inquiries from internal staff (i.e. pharmacy staff and study coordinators) and external personnel (i.e. monitors and auditors)

10.00 Maintains proper functioning of equipment used by IDS.

- 10.01 Logs temperatures of refrigerators and freezers on daily basis.
- 10.02 Ensures proper functioning of biological safety cabinets, flowhoods, water baths, and thermometers.

11.00 Works in compliance of the Occupational Health & Safety Act and its regulations, reporting hazards, deficiencies and contravention's of the Act, in a timely manner.

12.00 Performs cross-functional and/or other duties consistent with the job classification, as assigned or requested.