PERTH & SMITHS FALLS DISTRICT HOSPITAL

OPSEU

INTERNAL/EXTERNAL
POSTING

DATE: APRIL 20, 2023

DEPARTMENT: PHARMACY

POSITION: SENIOR PHARMACY TECHNICIAN
PERMANENT FULL TIME

SUMMARY OF DUTIES:

The Senior Pharmacy Technician Technology support will act under the direction of the Manager of Pharmacy Services. The Senior Pharmacy Technician Technology will work within the scope of practice of a Registered Pharmacy Technician as defined by the Ontario College of Pharmacists and described in the National Association of Pharmacy Regulatory Authorities (NAPRA) Model Standards of Practice for Canadian Pharmacy Technicians. The Senior Pharmacy Technician Technology Support is responsible for ensuring all pharmacy information technology systems are up to date and operational at both sites. They will serve as liaison between PSFDH pharmacy, PSFDH HIS and the Regional Lumeo Team. This will include the development of training and continuing education for pharmacy staff, relevant hospital staff and physicians as they relate to pharmacy technology. Practices will follow institutional policies and procedures, ISMP best practices and Ontario College of Pharmacists standards of practice. Policies and procedures and will align with Lumeo policies where applicable. PSFDH technology includes but is not limited to high-speed packaging, auto print packager, Palp and medi-dose software, ADU's, Cerner HIS system and any future pharmacy related information technology purchases.

DUTIES AND RESPONSIBILITIES:
   Provide Support for the Implementation and Operations of the ATP2 Automated Packager
   ➢ Responsible for assisting with preparations for implementation of new high-speed packager. (Super user)
   ➢ Point of contact for high-speed packager issues.
   ➢ Creation and maintenance of packager library.
   ➢ Training of pharmacy staff on packager
   ➢ Assistance with maintenance of policies and procedures related to the packager
   ➢ Canister recalibration and review and testing of any software updates

- Responsible for printing of reports as they pertain to packaging for example expiries, inventory, drug usage
- Liaise with HIS as required for interfacing with Cerner system and system maintenance
- Responsible for on-site preventative maintenance associated with packager
- Establishing Min/max for inventory, ensuring all packaged products contain appropriate barcode
- Assist with packaging when required to maintain appropriate packaged medication inventory

Provide Support Auto-print Packager, Palp and Medi-dose labelling Software
- Point of contact for auto-print packager Palp and Medi-dose issues
- Responsible for on-site preventative maintenance associated with auto-print packager
- Collaborate with HIS to ensure Palp updates are completed in a timely manner
- Training of pharmacy staff on auto-print packager, Palp and Medi-dose system
- Responsible for printing of reports as they pertain to packaging for example expiries, inventory, drug usage
- Training of new pharmacy staff on packager
- Where required assist with updating of policies related to packager
- Ensuring all packaged products contain the appropriate 2D barcode with variable data

Provide Support Cerner System
- Point of contact for pharmacy related Cerner issues
- Submit functionality change requests and service requires to local HIS or regional Lumeo team when required
- Work with regional Lumeo team when required for implementation of Cerner related updates and changes
- Testing of reports or applications, device technology in conjunction with the HIS department

Inventory Management
- Inventory super user
- Ensures all medications are appropriately bar coded with a 2D date metrics bar code.
- Responsible for maintaining Cerner inventory system at **both sites**.
- Responsible for reconciling and updating Cerner inventory system with new Healthpro contracts, ensuring medications purchased are reflective of current contracts.
- Efficient and effective communication of said inventory changes to all pharmacy staff.
- Communicating critical medication shortages to pharmacy manager after exhausting alternative methods of acquisition
- Maintaining up to date min/maxs on all medications
- Reconcile expired product returns monthly, updating annual physical inventory count
- Ensuring recalls are acted on as per policy, in a timely manner
- Assist with updating of department polices and procedures as they relate to inventory purchase and receipt
- Training of pharmacy staff on use of inventory management system. This includes but

is not limited to medication purchase, order receipt, Healthpro, McKesson, CPDN, creation of purchase orders, and other vendors

Provide Automatic Dispensing Cabinet Support (ADC)
  ➢ Training of pharmacy staff on use of inventory management system. This includes but is not limited to medication purchase, order receipt, Healthpro, McKesson, CPDN, creation of purchase orders, and other vendors
  ➢ Assists with implementation of ADC's at PSFDH
  ➢ Pharmacy Point of contact for ADC issues
  ➢ Reviews software updates and liaise with Pharmacy staff and other affected health care providers to ensure minimal impact for update implementations.
  ➢ Maintain ADC server libraries and software versions including any ADC test environment
  ➢ Coordinate and oversee any testing that occurs within the ADC test environment
  ➢ Coordinate with IT for related maintenance issues and updates

Further Contribution to Department
  ➢ Serves on departmental and related Committees as required;
  ➢ Participates in continuous quality improvement activities in the Pharmacy Department
  ➢ The above duties are representative but are not to be construed as all-inclusive.

Other
  ➢ As required perform Pharmacy Technician duties

Professional Development
  ➢ Participates in educational events associated with Cerner/Lumeo. Attendance at other relevant courses and seminars dealing with Pharmacy and hospital content.

JOB SPECIFICATIONS:
EDUCATION
  ➢ Graduation from a CCAPP-accredited Pharmacy Technician Program
  ➢ Current unrestricted registration as a Registered Pharmacy Technician (R.Ph.T.) with the Ontario
  ➢ College of Pharmacists.
Additional Assets:
  ➢ Experience in the use of Cerner computer system
  ➢ Excellent interpersonal skills
  ➢ Ability to work under time restraints and meet deadlines;
  ➢ Ability to work in a team environment;
  ➢ Must have previous proven good performance and attendance record

PREVIOUS EXPERIENCE REQUIREMENTS

> ➢ Minimum 3 years' experience in a hospital or long term setting with an automated medication management system. This includes the use of automated dispensing cabinets, high- speed packager, Bar code medication administration and an active electronic inventory management system. Previous experience delivering training to Pharmacy and Nursing staff.

Closing Date: April 26th 2023 at 4 PM.

Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.

Applications shall be submitted via email to hr@psfdh.on.ca
quoting the job posting number listed above in the subject line of the e-mail before 4 PM on the closing date.