
VACANCY POSTING

Vacancy:	Registered Pharmacy Technician
Description of Position:	Regular Part time
Number of Vacancies:	1 Position
Unit:	Pharmacy
Employee Group:	CUPE Clerical/Technical
Wage Grid:	\$31.94 - \$36.82
Shift & Weekend Work:	May be required

Date Posted:	August 14, 2026
Closing Date & Time:	August 21, 2026 at 1700 hours
Reference Number:	#26-129 RPT PHARM TECH

ROLES AND RESPONSIBILITIES

PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

SUMMARY OF POSITION:

The Registered Pharmacy Technician provides the technical and clerical components of pharmaceutical services under the management and supervision of the Pharmacist. This includes initiation of best medication history workflow, drug distribution, inventory control, hazardous and non-hazardous sterile product preparation, prepackaging, ward stock, narcotics, training and other activities as required by the Pharmacist.

NATURE AND SCOPE OF WORK

ACCURATELY PREPARES AND DISPENSES ORDERED MEDICATION:

- Aseptically prepares Hazardous and non-hazardous sterile products.
- Acquires the required math and calculation knowledge needed for medication compounding
- Acquires the required knowledge of NAPRA standards needed for certification.
- Checks sterile products as prepared by other pharmacy staff for technical accuracy
- Dispense medications accurately
- Maintain dispensing records.
- Identifies the need for Pharmacist intervention and notifies the Pharmacist
- Checks dispensed medications by other pharmacy staff for technical accuracy
- Provide delivery of medications to all areas in a timely manner
- Clean and maintain biohazardous and CIVA hoods and arrange physical inspections twice yearly.

Best Possible Medication History, BPMH

- Collect multiple sources (minimum 2 sources) of information regarding patient medication history
- Interview patient or patient' agent to complete BPMH
- Inputs BPMH accurately into hospital EMR
- Identifies potential issues or discrepancies and communicates with pharmacist (or physician after hours)

MAINTAINS APPROPRIATE MEDICATION STOCK

- Participates in Continuous Quality Improvement activities
- Pre-package medication into unit dose format
- Distributes narcotics, controlled drugs, ward stock and night cupboard medications
- Maintains drug inventory levels
- Procures and receives medications from suppliers as per contracts
- Delivers medications to nursing units
- Ensures quality assurance for drugs stocked in patient care areas within the hospital and in the pharmacy department
- Maintains narcotic and controlled records and provides appropriate stock to patient care areas

CLERICAL

- Performs clerical duties (word processing, filing, etc.)
- Collects workload measurement statistics.
- Prepares monthly and statistical and financial reports and submits to the Finance department
- Notifies accounting of billings to other institutions as required.
- Revises pharmacy forms
- Prepares memos
- Contributes to updating the Formulary, Ward Stock lists, policies and procedures

EDUCATION AND TRAINING

- Provides training for students and staff as required.

HEALTH AND SAFETY

- The Registered Pharmacy Technician will demonstrate commitment to patient, resident and staff safety
- The Registered Pharmacy Technician will protect their own health and safety by working in compliance with:
 - The Occupational Health & Safety Act (Section 28)
 - Safe work practices (i.e., use of personal protective equipment)
 - Policies and procedures as established by the Hospital.
- The Registered Pharmacy Technician will attend hospital Health & Safety in-services when provided and will report any unsafe conditions/procedures to his/her immediate supervisor.

SUPPORT CLIENT/PATIENT SAFETY

- When client safety is affected or identified as a risk, report the matter to the area manager and fully participate in determining the root causes. Participate and support change processes so the incident will not occur again
- Suggest and support changes when the potential to impact client safety exists. Provide constructive feedback for any implemented changes to the process to ensure effectiveness and elimination of any client risks
- Promote a safe and comfortable environment. All healthcare providers should feel safe and comfortable asking questions or discussing the client's needs and best interests. Everyone should feel equally responsible for the client's safety and care
- Participate in multidisciplinary communication by communicating knowledge and sharing experiences that are geared toward minimizing the risk to client safety
- Utilize any available resources and tools that are aimed at minimizing the risk to client safety

QUALIFICATIONS

- Successful completion of the Pharmacy Examining Board of Canada (PEBC) Qualifying Exam
- Successful completion of the Ontario College of Pharmacists Jurisprudence Exam
- Registered and in good standing with the Ontario College of Pharmacists
- 3 years' experience in compounding hazardous and non-hazardous products
- Knowledge of pharmacy automation technology
- Demonstrated competency in understanding of the NAPRA standards
- Demonstrated knowledge of medication names and dosages
- Ability to communicate effectively with all levels of staff
- Demonstrated ability to work accurately with attention to detail
- Ability to function under minimal supervision
- Ability to work effectively and efficiently within a team
- Successful applicant shall observe strict confidentiality of all patients and hospital related information
- Successful candidate will ensure that patients are treated within a safe environment
- Excellent attendance record and availability to work schedule
- Hospital Pharmacy experience is preferred
- Must be able to fulfill physical requirements of the job
- Demonstrates a professional and respectful attitude towards patients, the public and colleagues
- Responsible for own professional development
- Observe strict confidentiality of all patients and hospital related information
- All new employees must obtain a satisfactory Police Check (vulnerable sector)

ALIGNMENT WITH WDMH COMMITMENT STATEMENT

The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

Our Commitment

We are here to care for our patients with compassion - close to home and with our partners.

We pursue excellence in all we do.

We are one team. We value respect, accountability, innovation, and learning.

APPLICATION INFORMATION

Further information is available from **Ahmed Aly at extension x6290**. Interested employees should apply in writing, by email only indicating their qualifications to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at bfancey@wdmh.on.ca. When applying for any posted vacancy it is mandatory that you provide a thoroughly completed Application for Employment or attach a resume with all of the necessary information to assist in determining whether you meet the requirements of the position as outlined on the posting. Failure to do so will result in your application being screened out of the competition. **At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with WDMH.** Accommodations are available on request for candidates taking part in all aspects of the selection process.