

# Pharmacy Technician

GeriMedRisk (Hosted by the Schlegel-UW Research Institute for Aging)

Start Date: May 29, 2023

Full time

Salary Range: \$54,600-\$58,500 annually

**Location:** Hybrid model (Home office and Waterloo office). Occasional in-person travel for conferences and other engagement activities.

## JOB DESCRIPTION

The Schlegel-UW Research Institute for aging (RIA) is a charitable non-profit organization that partners with the University of Waterloo, Conestoga College, and Schlegel Villages to enhance care and quality of life for older adults. Through engagement with key partners and collaborators, RIA supports practice relevant research and knowledge mobilization. Research evidence is used to inform programs, education and training, and influence practice and policy.

GeriMedRisk is a non-profit, interdisciplinary telemedicine geriatric clinical pharmacology and psychiatry consultation service available to clinicians. As a team member of this growing provincial program with multiple activities to increase safe prescribing to older adults (clinical service, research, quality improvement, and education), the pharmacy technician is responsible and accountable for supporting the clinical team through the accurate gathering and documentation of a patient's Best Possible Medication History (BPMH) and through related administrative tasks. The pharmacy technician will participate in other organizational activities that model and promote a safe and healthy patient-centered environment that contributes to quality improvement and risk management initiatives.

## Responsibilities

- Liaise with clinical workflow coordinator and clinical team on an ongoing basis to ensure timely completion of clinical tasks.
- Conduct telephone interviews with geriatric patients for the purpose of creating a Best Possible Medication History (BPMH).
- Call pharmacies, accessing patient information using electronic medical records (e.g., Caseworks) and Clinical Viewer Software (e.g., Clinical Connect), in order to gather information for the BPMH.
- Review provincial digital health records and electronic medical records to assist with clinical documentation.
- Ensure the accuracy and completeness of documentation prepared by self or others.
- Ensure patient information is confidentially maintained by following government body and organizational policies; ensure information is kept private, confidential, and protected.
- Assist with clinical workflow including the flow of consults and follow up with referring clinician offices.
- Review clinical referral and consult data entries for accuracy and completeness.
- Assist with ongoing improvement projects, particularly in relation to clinical workflow processes.
- Provide administrative support with respect to the clinical workflow processes and knowledge translation materials, including distribution and maintenance.

- Participate and contribute in interdisciplinary clinical rounds.
- Participate in education and training specific to current, relevant federal and provincial health and safety legislation, standards and guidelines.
- Mentor and contribute to education of trainees as necessary.
- Perform other duties as required.

### **Education and Experience**

- Graduate from an accredited Pharmacy Technician Program or an applicable bridging program.
- Current Certificate of Registration with the Ontario College of Pharmacists (OCP) as a Registered Pharmacy Technician (RPhT) is required.
- Current Professional Practice liability insurance.
- Minimum one (1) – three (3) years practical and related experience in a Pharmacy Technician role.
- Pharmacy experience within the hospital or community setting.
- Experience in creating Best Possible Medication Histories and performing medication interviews would be an asset.
- Written and verbal fluency in English. Bilingualism is an Asset.

### **Skills and Abilities**

- Demonstrated knowledge with commonly prescribed medications, vitamins and herbal products.
- Demonstrated knowledge of Medical Terminology.
- Demonstrated excellent computer skills with proficiency in Microsoft Office software (e.g. Word, Excel, Power Point and Outlook) and patient information systems.
- Strong written and verbal communication skills.
- Demonstrated effective time management and organizational skills with the ability to organize and prioritize as required.
- Demonstrated ability to take initiative, work independently and as a team member in a fast paced, challenging environment.
- Strong interpersonal skills and demonstrated professionalism in dealing with confidential and sensitive issues.
- Demonstrated commitment to continuous life-long learning and self-improvement.
- Demonstrated positive work record and good attendance record.
- Police check as per contract.

### **Vaccination Statement**

All employees, researchers, and students of GeriMedRisk who will work with long-term care homes, health care organizations, colleges, universities and other partners are required to comply with the vaccination policies of those external organizations to complete their work. Of note, vaccination policies are subject to change. The requirement to comply with those evolving policies does not change.

### **Equity Statement**

The RIA is committed to equity, diversity and inclusion within its community and organization. We strongly welcome and encourage applications from Indigenous Peoples, racialized groups, women, LGBTQ2+ people, persons with disabilities and people from other equity-seeking groups.

The RIA is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA) within our recruitment process. If you require accommodation at any time throughout the recruitment process, please let us know.

### **How to Apply**

RIA invites applications (cover letter and resume) to be submitted by email to [danielle.yantha@gerimedrisk.com](mailto:danielle.yantha@gerimedrisk.com). Please include the job title in the subject line of the email.