

Job Description

Job title	Pharmacy Technician (Oncology/Hematology)	Job Holder	
Reports to	Chief Pharmacist	Section	Pharmacy

Background Information

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents of the Cayman Islands in accordance with the National Strategic Plan for Health.

The Pharmacy department provides prompt and accurate dispensing of drugs under prescription by Medical Officers of the Health Services Department and or registered in the Cayman Islands.

Job purpose

Performs the dispensing of prescriptions under the direction of a pharmacist, in a timely manner whilst complying accurately with the instructions of the prescriber.

Dimensions

- Incumbent indirectly supervises Pharmacy Assistants, Assistant Volunteers and Students (where necessary).
- Incumbent has no budgetary responsibilities.
- Manufactures and orders pharmaceuticals from the Pharmacy stores to maintain adequate stocks in the Dispensary. (On a daily basis up 600 to 800 drugs are issued to patients as prescribed).
- To participate in the delivery of a responsive and appropriate aseptic reconstitution cytotoxic and biologic pharmacy service, working within quality systems and standards which are maintained in accordance with evidence-based practice.
- To work effectively with the Pharmacy and Chemotherapy Day Unit Oncology Teams in delivery of oncology, haematology, and any other related services.
- Assisting in identifying and implementing service improvements.

Duties and responsibilities

Aseptic dispensary duties

- Compounds aseptically: TPN, cytotoxic and other sterile products as needed.
- Ensures personal hand cleaning hygiene and sterile attire are maintained.
- Ensures the aseptic air quality, sterility and optimal pressure is maintained in the

Laminar Hoods and the clean-room isolator. According to established standards and the Pharmacy Oncology/Hematology policies and procedures.

- Must be up to date with chemotherapeutic spill procedures and spill kit applications.
- Comprehensive reporting must be done according to policy.
- Dispenses prescriptions to out-patients and in-patients under the direction of a pharmacist.

Non-sterile compounding & general dispensing

- Duties include interpreting and screening of prescriptions for potential problems and resolving discrepancies with the prescribers in consultation with a pharmacist.
- Issues drugs to patients after appropriate counselling (Patient counseling training is provided where necessary).
- Manufactures non-sterile compounds according to best practice guidelines and evidence-based pharmacy practice (Product stability, solubility etc.)
- To maintain adequate stocks of pharmaceuticals and accessories in the dispensary, paying particular attention to stock rotation and monitoring of expiry dates.

Dispensary safety & reporting

- Maintain safe working practices and adhere to clinical risk management policy and Recommendations.
- Proactively assist in audit and quality assurance programs.
- To assist in the compilation of statistics and reports as directed by the Chief Pharmacist.
- To participate in a schedule to cover the Pharmacy opening hours (Including nights, weekends, and public holidays), as directed by the Chief Pharmacist.
- Any other duties as directed by the Chief Pharmacist

Pharmacovigilance & compliance

- Establishing and maintaining methods and style of storage and record maintaining systems for providing safekeeping of medicines or pharmaceuticals.
- Comply with the requirements for the storage, record keeping, dispensing or supply and disposal of controlled drugs and may also be responsible for monthly controlled drug stock checks or investigation of discrepancies when necessary.
- Following established departmental rules, procedures, policies, quality-improving objectives, environmental, safety or infection controlling standards.
- Assist with the acquisition and disbursement of medicines and other related items (Medicine vials, bottles etc.) to various clinics, offices and other sites (Government Administrative Building etc.).

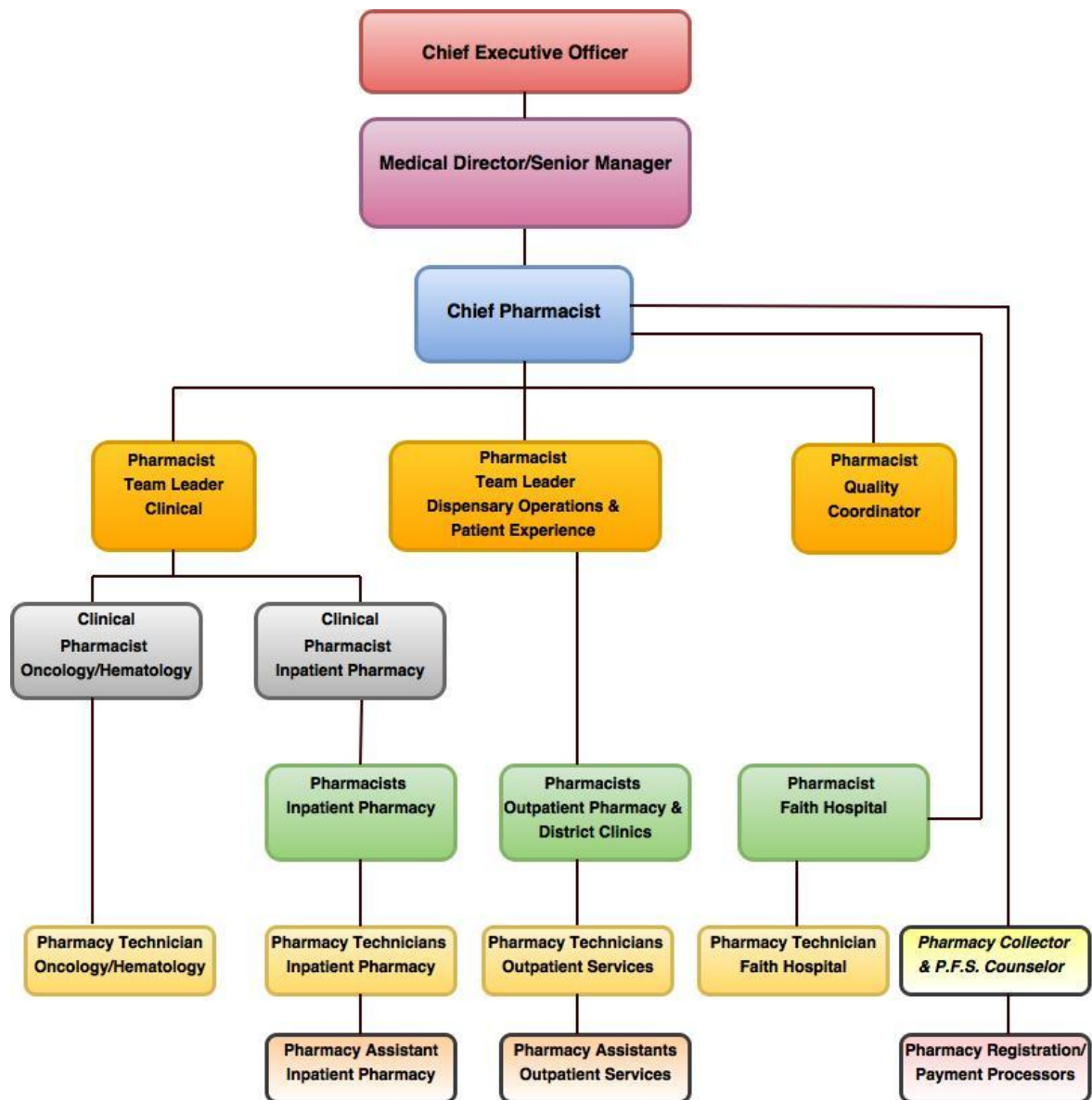
Qualifications, Experience & Skills Requirement

Certification as a Pharmacy Technician in the U.S., UK, Jamaica, and any other country which is recognized as appropriate is required to practice as a Pharmacy Technician.

All candidates must have a minimum of three (3) years' experience as a Pharmacy Technician. Persons who have completed an accredited online Pharmacy Technician course are required to obtain at least one year of practical training, followed by state board certification in any US state of choice. Candidates must be proficient and have at least one (1) year full-time experience in aseptic preparation of chemotherapy drugs, TPN and other sterile pharmaceutical products.

Proficiency in typing, pharmacy computer operation, aseptic compounding of TPN and cytotoxic and good communication skills are essential.

Reporting Relationship



Text

Direct reports

The post-holder assists with daily supervision of Pharmacy Assistants, Assistant Volunteers and may also be required to mentor students.

Other Working Relationships

- Clinical Staff
- PFS Pre-certification clerical staff
- Private sector healthcare providers
- Schools and institutional care facilities staff
- Students
- Team leads in the revenue cycle
- IT Department
- HIM Department

Decision Making Authority and Controls

Incumbent must be able to prioritize competing requests for his/her expertise, often making urgent decisions without compromising patient care, professional standards, ethics or confidentiality (under the direction of a pharmacist). Follow through on all tasks, once started, is essential.

Must screen prescriptions for potential problems, contact the physician(s) for clarification where appropriate and under the guidance of a pharmacist.

- All clinical decisions should be made under the guidance of a pharmacist.
- Relevant established pharmaceutical information sources are expected to be used for queries and research (BNF, Canadian Compendium, Martindale etc.)
- All Pharmacy department policies and procedures must be adhered to for dosing, narcotic and psychotropic controls, patient confidentiality, department, and attendance.

Inappropriate decisions can compromise a patient's medical status.

Working conditions

Must be competent in all technical aspects of pharmacy, hospital as well as high volume retail type setting. An ability to adapt to the medical practices of physicians from the Caribbean, Europe, North America, and other areas is required.

Scheduling & shifts

- Assist the Clinical Pharmacist in providing rotations to the Wards (when required).
- Participate in a schedule to cover the normal working hours of the pharmacy as well as an on-call schedule (when needed) to prepare urgent medications when the pharmacy is closed.
- Perform other duties as directed by the Chief Pharmacist or designate.

Physical requirements

The conditions can be sometimes physically demanding with heavy workloads, which may require long periods of standing or frequent transiting throughout the campus.

It is important wear appropriate footwear (see Pharmacy Dress-code Policy) to meet these possibly challenges.

Problem/Key Features

The post-holder should have the professional ability to deal with difficult patient situations and resolve critical issues peacefully in the best interest of the patient.

Customer service training and or any other relevant patient service-related training is necessary.

Evaluation Metrics

- Daily prescription storage.
- Stock level monitoring.
- Expiry dates monitoring.
- Annual stock counts.
- Waiting times

Approved by:	Director, Clinical Support Services
Date approved:	September 7, 2025
Reviewed:	
Next Review	
Employee Signature:	
Manager Signature:	