



EMPLOYMENT SUPPORT FORM (for Panel Requests for Reduction in In-Service Training)

I, _____, confirm that
Name of pharmacist/employer (OCP #, if applicable)

Name of applicant (OCP #, if applicable)

was employed at _____ as a:
Name of pharmacy (OCP accreditation #, if applicable or address)

Pharmacy technician/assistant

Cashier

Volunteer

Other (please specify) _____

from _____ to _____ at a
Start date End date

rate of _____ hours per week. This applicant has worked a total of _____ hours-to-date in this pharmacy.

In this position, the applicant has performed the tasks indicated on the following page (please check all that apply).

Pharmacist/Employer Signature: _____

Job Title: _____

Contact telephone # or e-mail address: _____

Date: _____

Please attach your business card or mark
this form with your pharmacy stamp here:



NOTE: Pharmacy technicians are **NOT** allowed to perform the controlled acts of dialoguing with patients about their medication, taking verbal prescriptions or signing prescriptions for release to the patient. These controlled acts may be delegated only to a registered pharmacy student or pharmacy intern.

Assisting the Pharmacist in the Preparation of Prescriptions

- Receiving a written prescription or request for a prescription refill from the patient or representative
- Ensuring completeness of information on prescription
- Preparation of prescription labels
- Retrieving, counting, pouring, weighing, measuring and mixing medications.
- Reconstituting medications
- Selecting type of prescription container
- Affixing prescription and auxiliary labels to prescription containers
- Pricing prescriptions
- Filing prescriptions
- Establishing and maintaining patient profiles
- Repackaging and labelling of medications
- Maintaining packaging and dispensing equipment
- Replenishing medications for nursing units, night cupboards, emergency boxes and cardiac arrest kits
- Preparing IV admixtures, TPN solutions, chemotherapeutic agents requiring aseptic technique
- Preparing specialty products
- Comments on performance:

Clerical Activities

- Preparing and reconciling third party billings
- Preparing receipts, invoices, letters and memos, and general filing
- Generating long-term care data (i.e. medication administration record, medication review)
- Maintaining drug information files
- Billing appropriate department for medication
- Receiving and sending electronic communication
- Comments on performance:

Communication Skills

- Communicating with customers, physicians and suppliers. Questions relating to prescriptions, drug information, poison information, or any health matter must be referred to the pharmacist
- Comments on performance:

Inventory Management

- Monitoring stock levels to ensure sufficient quantities for optimal operation
- Preparing and placing orders from specified sources
- Receiving and checking supplies purchased
- Issuing supplies from the storeroom
- Restocking medications and related supplies
- Maintaining storage facilities
- Maintaining inventory records, including those for narcotics and controlled drugs
- Rotating stock and monitoring expiry dates
- Identifying expired products for disposal, destruction, or return to manufacturer
- Prepackaging of medications (including unit dose packaging)
- Delivery of medications to institutional wards
- Restocking of institutional wards with narcotics and controlled drugs
- Comments on performance:

Reference: **Guidelines for the Pharmacist on the Role of the Pharmacy Technician**

Updated June 1999