



# British Virgin Islands Health Services Authority

## Vacancy Notice No. 5 of 2024

### PHARMACY TECHNICIAN

The BVI Health Services Authority (a client-centered healthcare organization) invites qualified and professional applicants for the position of **Pharmacy Technician**. Responsible for assisting with the provision of pharmaceutical services to the patrons of the BVI Health Services Authority. This includes the dispensing of medication; stocking of Omnicell automated dispensing machines; clinic requisitions; and the receiving of pharmaceuticals under the direct supervision of a pharmacist.

#### **PRIMARY DUTIES & RESPONSIBILITIES** *(included but not limited to):*

1. Receives written and/or electronic prescriptions from email, WhatsApp, or similar applications and records them in the prescription log.
2. Prepares prescription labels and draft invoices using the pharmacist technician desktop on the MEDITECH Health Information System.
3. Prepares medications as prescribed by a local, licensed physician under the direct supervision of a registered pharmacist by selecting, counting, packaging and labelling the correct medications.
4. Responsible for the daily restocking and destocking of non-narcotic medications in all Omnicell automated dispensing cabinets (ADCs) on all the wards/units under the supervision of a pharmacist.
5. Packages all unit-dose oral and parenteral medications for use in the Omnicell ADCs via the use of the Euclid® and Medidose® packaging systems under the supervision of a pharmacist.
6. Responds to any patient queries via telephone, WhatsApp, or instant messaging methods within a technician's scope of practice.
7. Participates in the management and distribution of filled prescriptions/medications to the area clinics on sister islands.
8. Serves as liaison between the client services department and the pharmacy unit to ensure proper triaging of all patients in the waiting area.
9. Checks with the pharmacist before dispensing refill medications to ensure accuracy and provides counselling to patients for over-the-counter medicines.
10. Responsible for the preparation, receipt and shelving of weekly requisitions of medicine and medical devices from the main default pharmacy bond twice weekly.
11. Checks and replaces expired medication from Omnicell ADCs, pharmacy outpatient dispensary and inpatient packaging area twice monthly.
12. Enters expired medication data in Expired Drugs spreadsheet including lot number, quantity, cost, and location twice monthly.
13. Compounds extemporaneous preparations as required after a pharmacist checks the active ingredients and procedure.
14. Assists with restocking drugs in emergency carts monthly and as required, under the supervision of a pharmacist.
15. Monitors and records daily temperature readings for pharmacy refrigerators.
16. Assists in coordinating workshops and participating in health seminars health fairs/career days etc.
17. Works effectively and efficiently with cross-functional teams, including those from central medical stores and finance.
18. Performs other duties as assigned by the Pharmacy Manager.

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**MINIMUM REQUIREMENTS:**

**Educational/Training Requirements/ Experience:**

- ❖ Academic: Pharmacy Technician Certificate
- ❖ Training: One (1) year in hospital pharmacy

**Experience:**

- ❖ Minimum of one year working as a Pharmacy Technician.

**Knowledge, Skills and Abilities:**

- ❖ Sound written and oral skills.
- ❖ Sound interpersonal skills.
- ❖ Sound knowledge in computer applications, including word processing and spreadsheet.
- ❖ Ability to work well under pressure.
- ❖ Ability to work as a team player.

**Physical Demands:**

- ❖ Risk of exposure to a communicable disease.
- ❖ Long-standing hours.
- ❖ Medium lifting exertion.

**Work Environment:**

- ❖ Risk of exposure to hazardous chemicals.
- ❖ Accommodations in the pharmacy.

**SALARY: \$27,216.00 - \$35,376.00** (Commensurate with qualifications and experience)

**CLOSING DATE: 24<sup>th</sup> April, 2024**

To apply, please send curriculum vitae (resume) and letter of application to:  
Human Resources Manager, BVI Health Services Authority, P. O. Box 439, Road Town, Tortola VG1110, British Virgin Islands  
E-mail address: employment @bvihsa.vg