



**Position Title:** Regulated Pharmacy Technician  
**Position Status:** Part time  
**Rate of Pay:** \$29.60- \$33.18 hourly (2023 Rate)  
**Posting No.:** 24-225  
**Posting Date:** February 6, 2025  
**Deadline to Apply:** Internals: February 13, 2025 Externals: Until Filled

---

### About the Position

Norfolk General Hospital is seeking Regulated Pharmacy Technicians to join our Inpatient Pharmacy Department. The ideal candidate would be dedicated to patient care and committed to championing the Hospital's Mission to relieve illness and suffering, and help people live healthier lives. This role is eligible for participation in the Healthcare of Ontario Pension Plan, percentage in lieu of benefits, shift/week end premiums and on-call pay.

### Position Qualifications

- Regulated Pharmacy Technician
- Ability to safely and competently perform the position, including the physical demands
- Demonstrated computer skills, Meditech preferred
- Familiar with PACMED, AcuDose systems preferred
- Excellent communication, organizational and teamwork skills

### Summary of Position Duties

- Prepare purchase orders for pharmaceuticals & supplies following approved policies and procedures
- Under the supervision of a pharmacist fill
  - Medication orders profiled by the Pharmacist: active, CCC.ALC and outpatients
  - Operate unit dose packaging equipment (PACMED)
  - Perform compounding activities
  - Operate AcuDose Dispensing Cabinet
- Provide and coordinate delivery of medications to the nursing units
- Make rounds to pick up medications and the Narcotic & controlled drug administration sheets
- Answer telephone and inquiries under established guidelines with complete discretion in matters of patient confidentiality
- Maintain the Pharmacy in an organized and clean condition
- Participate in the QA programs and other Hospital committees
- Porter duties as required, e.g. pick up parcels at switchboard, deliver stat or emergency medications
- Complete all workload statistics in Meditech related to their job functions
- Adherence to all health and safety policies, procedures and provisions and the recognition and reporting of unsafe hazards and work practices

**Hours of Work:** Available to work Monday to Friday day shifts, weekends and holidays and on call as required.

### About Us

Located in Simcoe, Ontario, Norfolk General Hospital provides exceptional healthcare to a municipality of approximately 69,000 people. Our area of focus provides a continuum of service throughout the life span of the people we serve including Emergency, Critical Care, Obstetrics, Pediatrics, Medicine, Surgery, and Complex Continuing Care. Employing approximately 550 highly skilled and dedicated employees, Norfolk General Hospital continues to be a full service 106-bed hospital with round the clock on-call coverage of Specialists in Surgery, Anesthesia, Internal Medicine, and Obstetrics, as well as on-site 24 hour per day medical coverage. Simcoe is less than one hour away from most major centers, including Hamilton and London, and only 90 minutes from the Greater Toronto Area.

**How to Apply:** Interested applicants apply by submitting a **cover letter and resume** to the Human Resources Department by e-mailing [ngghr@ngh.on.ca](mailto:ngghr@ngh.on.ca), referring to posting number. This posting will remain active until filled.

In order to ensure equal opportunities during the recruitment and selection process, Norfolk General Hospital and Norfolk Hospital Nursing Home provides accommodations for applicants with disabilities, upon request.

Norfolk General Hospital and Norfolk Hospital Nursing Home thanks all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.