

JOB DESCRIPTION

Job Title	Pharmacy Technician
Department	Clinical Operations
Specific Tasks	<ul style="list-style-type: none"> • Review the study protocol for specific study requirements prior to the preparation of pharmacy document and drug dispensing. • Receive, prepare and retain study drugs according to study protocol, sponsor and/or applicable APRI Standard Operating Procedures. • Coordinate the acquisition of study drugs for method development studies. • Interact with Project Management team in regards to the study drug shipment, discrepancies and drug retentions. • Responsible in training staff members in assist of drug dispensing and reconciliation. • Establish and maintain policies and procedures regarding drug preparation and distribution according to GCP and APRI SOPs. • Ensure timely, accurate and organized completion of assigned tasks within the Pharmacy. • Maintain restriction to Pharmacy area. • Write and/or revise SOPs as required in accordance to the GCP/ICH, FDA and TPD regulations. • Facilitate pharmacy tour/orientation where required. • Maintaining all pharmacy equipments and records. • Dispose/destroy expired drugs and retention study drugs. • Participates in clinical meetings and training sessions as required. • Provide reports to upper management as required. • Execute other duties as assigned.
Reports to	Director of Clinical Development and Operations
Communications	To interact with physicians, Clinical Study Managers, and Supervisors.
Requirements	<ul style="list-style-type: none"> • Graduate from an accredited Pharmacy Technician program from Ontario. • Ontario College of Pharmacist Certificate or equivalent an asset. • Flexible hours depending on business requirements. • Rotating shifts and weekend requirements. • 1-2 years work experience in a CRO (preferably in conducting Phase I /Bioequivalence clinical trials) • Excellent problem solving, communication, multitasking and interpersonal skills • Excellent in Microsoft word and excel. Solid conflict resolution skills • Good analytical and problem solving skills • Very organized, detail-oriented and able to multi-task • Good interpersonal and customer service skills

This job description should not be constructed to imply that these requirements are the only duties, responsibilities and qualifications for this position. Employee may be required to follow any additional related instructions, acquire job skills and perform other related work if deemed necessary.