

PHARMACY ASSISTANT

NATURE OF WORK

Under direct supervision of a registered pharmacist, performs work at the entry level by assisting a pharmacist in a dispensing pharmacy at a state facility. Often has direct contact with patients. Work is subject to immediate review by the pharmacist. Performs related work as required.

ESSENTIAL JOB FUNCTIONS (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties that may be assigned.)

Fills patients medication orders under the supervision of the pharmacist; maintains related records.

Types medication labels and attaches as appropriate.

Labels, packages, codes and prices medications.

Maintains patient medication profiles; makes adjustments when requested.

Inspects departmental areas for outdated medications and replaces as necessary.

Pre-packages medications in unit dose packages (under the supervision of the pharmacist); maintains related records.

May deliver medications to patient care units; assists in filling drug carts for units.

Assists in inspection and inventory of pharmacy stock.

Attends facility-sponsored Pharmacy Technician in-service training program as required.

Completes related reports; performs related clerical work.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic medical terminology and abbreviations, particularly those related to drugs and medications.

Knowledge of drug names, uses, trademarks, and synonyms.

Knowledge of federal and state laws, rules and regulations regarding the administration of drugs.

Ability to properly formulate, package, label and deliver medications as required.

Ability to successfully complete the required training within the six months of employment.

Ability to observe pharmacy protocol and medication distribution system guidelines in carrying out duties.

Ability to use metric pharmaceutical weighing and measuring devices for preparing and dispensing medications.

Ability to maintain a medication inventory system.

MINIMUM QUALIFICATIONS

Training: Graduation from a standard high school or equivalent.

Experience: Three years of full-time or equivalent part-time paid experience as a pharmacy technician or assistant.

Special Requirement: Must successfully complete the required training program within six (6) months of employment as evidenced by certification of competency in the required knowledge, skills and abilities.

FOR VETERANS NURSING FACILITY:

Training: Graduation from a standard high school or equivalent.

Special Requirement: Must successfully complete the required training program within six (6) months of employment as evidenced by certification of competency in the required knowledge, skills and abilities.

Established: 7/16/92

Revised: 6/12/12

Effective: 6/12/12