

PHARMACY ASSISTANT

This is beginning level pharmacy support work within a State institution, agency, hospital, or university pharmacy. Employees prepare pharmaceutical supplies for distribution, prepackage medications into dose measurements, and transport prescriptions and medication between the central pharmacy and patient areas. Duties are performed in accordance with prescribed procedures and any deviations are usually accompanied with specific instructions. Work may include other related work as determined by management. Employees receive administrative and technical supervision from a Pharmacy Technician Supervisor or professional pharmacist.

I. DIFFICULTY OF WORK:

Complexity - Employees obtain patient medication orders from patient areas and deliver these to the central pharmacy. Employees are then required to deliver and/or exchange the medication boxes and carts to the respective patient area. Work also requires the employees to perform preliminary tasks in the processing of medications orders such as solution and medication prepackaging and labeling certain medications. Other duties include stocking medication bins and floor stock items in the central pharmacy; delivering and stocking floor stock items in the patient areas; and general housekeeping of the central pharmacy. Employees utilize the knowledge of the pharmacy distribution system in the maintenance of the medication delivery schedules.

Guidelines - Procedure manuals and specific guidelines are available during the performance of assigned duties and responsibilities. Any unusual deviations from the normal work process are referred to higher-level pharmacy personnel.

II. RESPONSIBILITY:

Accountability - Employees must be aware of the medication delivery schedule in order that the patients receive their medications on a timely basis. Work also requires the employee to be aware of security procedures since the medication carts and boxes include controlled substances. Employees must adhere to "stat" procedures in the delivery of prescriptions and medications. Employees must also maintain correct supplies of floor stock on patient floors and in the central pharmacy.

Consequence of Action - Employees must maintain an accurate and concise delivery system of medications in order to avoid any discomfort to patients receiving the medications. If emergency boxes are not stocked accurately, it could cause some delay in providing treatment to patients.

Review - Work is periodically reviewed while in progress through on-site observation and upon completion of medication prepackaging and labeling. Any unusual requests and problems are referred to higher-level pharmacy personnel.

III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Work processes are discussed with pharmacy staff who are aware of specific procedures. Information exchanged with clinicians concerning workflow and schedules is readily understood by everyone involved.

Purpose - Discussions with pharmacy personnel and clinicians are usually to receive information concerning medication delivery, stocking, or prepackaging.

IV. WORK ENVIRONMENT:

Nature of Working Conditions -- Work is performed in a pharmacy and in patient areas where conditions are generally agreeable.

Nature and Potential of Personal Hazards - Employees may be exposed to inclement weather in the delivery of medications and prescriptions.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Knowledge of pharmacy procedures. Ability to follow specific guidelines. Ability to work independently in normal work situations. Ability to organize work assignments. Ability to document activities.

Minimum Education and Experience - Demonstrated possession of knowledge, skills, and abilities gained through at least one year of experience in performing tasks similar to the ones assigned; or an equivalent combination of education and experience.