



POSITION DESCRIPTION

POSITION TITLE:	PHARMACY ASSISTANT
DEPARTMENT:	PHARMACY
CLASSIFICATION:	PHARMACY ASSISTANT
UNION:	MGEU – TECHNICAL PROFESSIONAL

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	REGIONAL DIRECTOR, PHARMACY
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Reporting to the Regional Director, Pharmacy and under the direction of the Pharmacist, the Pharmacy Assistant supports the drug distribution services of Pharmacy Departments in the region through the performance of technical and clerical functions. The position of Pharmacy Assistant functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Procures, distributes and transports medications.
- Provides technical daily pharmacy services which may include:
 - Counting / pouring and labeling of medications.
 - Preparing sterile products such as intravenous admixtures and chemotherapy.
 - Compounding topical products.
 - Maintaining inventories of stock medications in nursing care areas.
 - Maintaining patient medication profiles.
 - Pricing and coding of medications.

- Carrying out drug acquisition functions.
- Maintaining and receiving inventory.
- Monitoring, returning and/or destroying expired inventory.
- Delivering of medications.
- Conducting monthly audits of medication storage areas outside of the pharmacy.
- Maintaining a clean work environment.
- Assisting with the record keeping, report generating for pharmacy operations.
- Interacts with other health care workers and RHA employees in the pharmacy or patient care settings.
- Participates in special projects.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Pharmacy Assistant course from a recognized program
- Other combination of education and experience may be considered

REQUIRED KNOWLEDGE:

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EXPERIENCE REQUIRED:

- Demonstrated proficiency in MicroSoft Office computer programs required.

SKILLS/COMPETENCIES:

- Good organizational, analytical and interpersonal skills with the demonstrated ability to communicate effectively verbally and in writing.
 - Ability to develop and maintain positive relationships within a multidisciplinary environment.
 - Good physical and mental health to meet the demands of the position.
 - Valid drivers' license.
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - May be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: _____
Date

Revised: _____
September 2019
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, Human Resources _____
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities

included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.