



POSITION DESCRIPTION

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

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	REGIONAL DIRECTOR OF PHARMACY SERVICES
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POSITION SUMMARY

Under the director of the Pharmacist, the Pharmacy Student works in collaboration with other pharmacy staff and health care professionals to provide pharmaceutical care and safe drug management. The student experience will be that of preparation for full time employment as a Pharmacist. The position of Pharmacy Student functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Carry out the following which could include but are not limited to, the procurement, distribution, and transportation of medications, the maintenance of medication inventories and the provision of administrative, secretarial, and clerical or other support services.

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

- Counting/pouring and labeling of medications.
- 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-in of 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.
- Assists with clerical and secretarial tasks as required.
- Participates in drug related research and health related programs.
- Participates in clinical activities under the supervision of a pharmacist.
- Participates in in-services, education programs, conference and staff development.
- Interacts with other health care workers and RHA employees in the pharmacy or patient care settings.
- Participates in special projects.
- Accesses, retrieves and evaluates relevant information and disseminates same to ensure safe and effective pharmaceutical care and to promote health.
- Practices within the legal requirements, demonstrates professional integrity and acts in such manner that upholds professional standards of practice and codes of ethics.
- Performs other related duties as assigned.
- Some travel within the region may be required.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 12
- Enrollment in a Faculty of Pharmacy is required.
- Registration as a pharmacy student with MPHA is required.

SKILLS/COMPETENCIES:

- Demonstrated Microsoft Office computer skills are an asset.
- Good organizational, analytical, and interpersonal skills with the demonstrated ability to communicate effectively verbally and in writing are an asset.
- Ability to develop and maintain positive relationships with a multidisciplinary environment required.
- Ability to meet physical demands of the job is required.
- Demonstrated knowledge of the Personal Health Information Act (PHIA).
- Valid driver's license required.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

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.

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: _____
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.