



UNION JOB DESCRIPTION

JD499

JOB TITLE:	Pharmacy Assistant	JOB DESCRIPTION NO.:	40292/F.CI.15403.002
CLASSIFICATION:	Pharmacy Assistant I (A)	GRID/PAY LEVEL:	F SB20
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15403
UNION:	HEU	JOB/CLASS CODE:	SI: 40292; CI: 15403
PROGRAM/DEPARTMENT:	Pharmacy, Diagnostic & Surgical Services; Pharmacy	BENCHMARKS (If Applicable):	15403
REPORTING TO:	Manager or designate		
FACILITY/SITE:	Various VIHA SI Sites (VGH,RJH, SPH, ABE); VIHA-CI (NRGH)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient & staff safety is a priority and a responsibility shared by everyone at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reports to the Site Coordinator or designate. Under direction from a Pharmacist, enters orders, packages, prepares, and dispenses medications, and porters orders and medications. Checks the work of other Pharmacy Assistants for accuracy and completeness. Receives and marks stock from suppliers.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Assists with drug dispensing by entering orders, filling patient specific orders; preparing unit dose blister cards; unit dosing packaging; counting and pouring solid and liquid medication for ward stock; and typing and affixing labels. Under direction from a Pharmacist, compounds and mixes preparations such as lotions and ointments.
2. Transports orders and medications to and from nursing units and transports stock between the Pharmacy and the Pharmacy storeroom. Performs other portering duties as required including mail pickup and delivery.
3. Checks the work of other Pharmacy Technicians for accuracy and completeness.
4. Checks and delivers ward stock and narcotic items as required; types and affixes labels for prescription items under the direction of a Pharmacist.
5. Maintains records of medication issued to and returned from nursing units.
6. Receives and marks orders from suppliers; maintains stock levels and initiates re-orders as required.
7. Provides clerical support as required including answering the telephone, typing, filing, and photocopying.
8. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, graduation from a recognized Pharmacy Assistant course plus one year recent, related experience or an equivalent combination of education, training, and experience.

Skills And Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to type.
- Ability to organize work.
- Ability to operate related equipment.