UNION JOB DESCRIPTION

JD519

JOB TITLE:	Stores Attendant - Pharmacy	**JOB DESCRIPTION NO.:**	40360
CLASSIFICATION:	Stores Attendant III	**GRID/PAY LEVEL:**	F 12
COLLECTIVE AGREEMENT:	Facilities Subsector	**HSCIS NO.:**	17003
UNION:	HEU	**JOB/CLASS CODE:**	40360
PROGRAM/DEPARTMENT:	Pharmacy Services	**BENCHMARKS (If Applicable):**	17003
REPORTING TO:	Technician Supervisor - RJH Pharmacy Hub		
FACILITY/SITE:	Royal Jubilee Hospital		

JOB SUMMARY:

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

Reports to the Technician Supervisor - RJH Pharmacy Hub. Receives a variety of pharmaceutical goods and supplies including narcotics and controlled drugs by performing stores related duties such as receiving, unpacking and storing items according to department standards and procedures. Performs various distribution functions such as assembling stock from inventory, preparing orders for distribution and transporting orders to areas as required.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Receives a variety of pharmaceutical goods and supplies, including narcotics and controlled drugs by performing duties such a receiving, unpacking and storing items according to departmental and government required documentation.

2. Checks supplier invoices for accuracy against department requisition and goods received. Telephones supplier to resolve discrepancies as required.

3. Distributes pharmaceutical goods and supplies to various areas of Island Health by assembling stock from inventory according to requisitions, preparing order for distribution as required, and transporting orders to areas of the hospital. Utilizing a computer terminal as necessary, completes appropriate documentation and obtains required signatures according to departmental and government regulations.

4. Identifies expired or damaged stock, removes from shelf and moves to designated area. Contacts supplier as necessary and completes required documentation.

5. Checks stock levels in the storage area and advises supervisor of stock shortages and unusual stock usage patterns.

6. Carries out required tasks necessary to ensure the safety and security of goods and inventory according to departmental guidelines.

7. Assists supervisor with physical inventories by performing duties such as counting and recording stock levels as required.

8. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12 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 effectively with others.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.