



# Provincial Job Description

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**TITLE:**  
**(505) Pharmacy Assistant**

**PAY BAND:**  
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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

Under the supervision of Pharmacists and Pharmacy Technicians, the Pharmacy Assistant's responsibility is to provide support in carrying out the technical functions of the dispensing process.

**QUALIFICATIONS:**

- ◆ Pharmacy Assistant certificate

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Intermediate computer skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

**EXPERIENCE:**

- ◆ Previous: No previous experience.

## ***KEY ACTIVITIES:***

### **A. Medication Distribution and Delivery**

- ◆ Selects and labels medications according to patient specific orders.
- ◆ Delivers medications to client care areas.
- ◆ Assesses ward stock levels, retrieves and credits unused/expired items.
- ◆ Assists with response to drug recalls.
- ◆ Ensures proper transportation and tracking of drugs to clients or to other agencies.
- ◆ Verify accuracy and appropriateness of ingredients and quantities, including weights and volumes.

### **B. Packaging**

- ◆ Packages, completes documentation and labels medications according to established procedures.
- ◆ Pre-packs bulk and unit dose drugs.
- ◆ Performs dosage calculations.
- ◆ Follows WHMIS guidelines in handling and preparation of hazardous and precautionary products.

### **C. Non-sterile Compounding**

- ◆ Prepares non-sterile compounds, ointments and other solutions.

### **D. Inventory Control**

- ◆ Orders, receives and delivers medications and other supplies.
- ◆ Maintains/reconciles current records of purchase orders and back orders.
- ◆ Assesses usage, rotates stock, destroys or returns expired medications.
- ◆ Maintains narcotic controlled and targeted drug registries according to Federal requirements.
- ◆ Verifies stock requests and replenishes stock.
- ◆ Receives pharmacy inventory and supplies.
- ◆ Monitors medication and supplies for outdated products.
- ◆ Replenishes code modules/night dispensary medications.
- ◆ Monitor refrigerator temperature graphs.
- ◆ Returns medications from patient care areas to stock.
- ◆ Completes entry of received, issued and returned Special Access Program medications.
- ◆ Completes all documentation required.

**E. Related Key Work Activities**

- ◆ Maintains and documents workload statistics.
- ◆ Prepares month end reports and statistics.
- ◆ Performs clerical duties.
- ◆ Initiate billing, verify and assist in the adjudication for payment.
- ◆ Ensures the cleanliness, functionality and integrity of the compounding, packaging, dispensing, equipment and work area.
- ◆ Prints and distributes reports and lists from pharmacy computer system.
- ◆ Processes prescription renewals.
- ◆ Participates in Quality Assurance/Quality Control programs.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: January 15, 2025***