
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care Technical

Class Series: Pharmacy Assistants

Grid: SB18

Class Title: Pharmacy Assistant I

I. Level Definition

Positions at this level measure, manufacture, compound, package and distribute drugs and medications under the close supervision of a Pharmacist and maintain related records.

II. Typical Duties

- (1) Under the close supervision of a Pharmacist, assists with drug dispensing by counting/measuring drugs, putting medications into containers and manufacturing and compounding medications such as lotions, ointments and creams for Pharmacist's inspection and authorization for distribution.
- (2) Checks and delivers ward supplies and other stock requirements; pre-packages tablets and liquids in unit dose packages.
- (3) Distributes drugs authorized by Pharmacist and maintains inventory records.
- (4) Performs related clerical duties such as typing, answering telephone, filing and maintaining records of drug and medication use and costs.
- (5) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

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

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to type.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.