
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care Technical

Class Series: Pharmacy Assistants

Grid: SB20

Class Title: Pharmacy Assistant I (A)

I. Level Definition

Positions at this level measure, compound, package and distribute drugs and medications. Checks the work of other Pharmacy Assistants for accuracy and completeness and maintains related records.

II. Typical Duties

- (1) Assists with drug dispensing by entering orders, counting/measuring drugs, putting medications into containers and compounding medications such as lotions, ointments and creams for inspection and distribution.
- (2) Checks and delivers ward supplies and other stock requirements; pre-packages tablets and liquids in unit dose packages.
- (3) Checks the work of other Pharmacy Assistants for accuracy and completeness.
- (4) Distributes drugs authorized by Pharmacist and maintains inventory records.
- (5) Performs related clerical duties such as typing, answering telephone, filing and maintaining records of drug and medication use and costs.
- (6) 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.