



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE PHARMACY ASSISTANT	2. DIVISION <input type="checkbox"/> SANGRE GRANDE HOSPITAL <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	3. DEPARTMENT PHARMACY
4. ORGANISATIONAL RELATIONSHIP The Pharmacy Assistant reports to the senior Pharmacist assigned to the facility.		5. NATURE & SCOPE The Pharmacy Assistant is responsible for providing support to the Pharmacists as well as other classifications of Pharmacy staff, to collectively provide a high quality of service and health care to both the internal and external clientele inclusive of but not limited to physicians, nurses and patients.
6. SPECIFIC ACCOUNTABILITIES The Pharmacy Assistant would be required to:		
<ul style="list-style-type: none"> <input type="checkbox"/> Assists in the preparation and compounding of both Aseptic and Non-sterile extemporaneous formulation. <input type="checkbox"/> Screens, verifies, processes and prepares proprietary/bulk stock/ward stock/medication orders and requests. <input type="checkbox"/> Receives and stores stock and check for expiry dates of all pharmaceutical items. <input type="checkbox"/> Assists in entering prescription orders into the information system (electronic or paper-based). <input type="checkbox"/> Prepares documentation for recordkeeping (physical and electronic) as well as other inventory management related documentation inclusive of and not limited to dangerous drugs, antibiotics, controlled drugs and general prescription books. <input type="checkbox"/> Assists in the preparation and maintenance of ward medication carts and deliver same. <input type="checkbox"/> Co-ordinates with Pharmacists and others in the preparation of up-to-date drug availability lists for various authorized clients including and not limited to medical practitioners, as well as other pharmacy related inventory related correspondence. <input type="checkbox"/> Assists in the pre-packaging of therapeutic and non-therapeutic items, including solids, liquids, injectibles, ointments and creams. <input type="checkbox"/> Performs related work as required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
<ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of Pharmaceutical support fundamental, principles and practices. <input type="checkbox"/> Sound knowledge of the Policies and Legal Regulatory Framework of the institution. <input type="checkbox"/> Strong communicative and interpersonal skills. <input type="checkbox"/> Sound comprehensive, analytical and calculative ability. <input type="checkbox"/> Ability to establish and maintain effective working relationships with staff and clients <input type="checkbox"/> Ability to use Microsoft Office Suite <input type="checkbox"/> Inventory management skills 		
8. MINIMUM TRAINING AND EXPERIENCE		
<ul style="list-style-type: none"> <input type="checkbox"/> Certificate in Pharmacy Assistant from College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) or another recognized University. <input type="checkbox"/> Five (5) CXC/GCE O'Level passes inclusive of Mathematics and English A <input type="checkbox"/> At least one (1) year experience in a pharmacy setting. <input type="checkbox"/> Any equivalent combination of training and experience. 		

9. SUPERVISORY RESPONSIBILITIES

Not applicable.

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Pharmacist I, II or III
- Clinical staff
- Nursing staff
- Members of the Pharmacy Department
- All other staff members

External:

- General Public
- Pharmaceutical suppliers
- Pharmacy Board
- Other Regional Health Authorities