



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  PHARMACY ASSISTANT	<b>2. DIVISION</b>  <input type="checkbox"/> SANGRE GRANDE HOSPITAL <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	<b>3. DEPARTMENT</b>  PHARMACY
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Pharmacy Assistant reports to the senior Pharmacist assigned to the facility.		<b>5. NATURE &amp; SCOPE</b>  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.
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Pharmacy Assistant:  <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.		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b>  <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		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b>  <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
- Pharmacist II
- Pharmacist 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