



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE PHARMACY ASSISTANT	2. DIVISION <input type="checkbox"/> SANGRE GRANDE HOSPITAL CAMPUS <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: <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 <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 <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"/> Registered with the Pharmacy Board of Trinidad and Tobago. <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