

PHARMACY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is entry-level technical pharmacy work involving a responsibility for assisting a pharmacist in compounding and managing the dispensing of medications in an institution or hospital in accordance with prescriptions issued by authorized medical practitioners. The work is performed under the supervision of higher-level pharmacy personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists pharmacist in filling prescriptions for inpatients and various out-patient programs daily by labeling containers, counting dosage units, preparing IV's, attaching auxiliary labels, etc., according to prescriptions written by physicians, dentists and other authorized practitioners;

Gathers prescriptions from all units in the Rockland County Infirmary, Summit Park Hospital and Mental Health clinics;

Delivers prescriptions when filled (Rockland County Infirmary, Summit Park Hospitals, Mental Health Clinics, Departments of Mental Health and Health, Rockland County Jail and Outpatient Clinics);

Orders, receives and distributes medications within the Pharmacy;

Returns outdated and overstocked items in a timely manner;

Packages bulk medications into unit doses, types labels and maintains a packaging log;

Performs unit floor and community clinic inspections to assure adequate pharmaceutical supplies;

Prints physician orders, medication administration sheets and various computer reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern pharmaceutical principles and practices; working knowledge of Federal and State laws regulating pharmacy procedures*; ability to understand and carry out written and oral instructions; ability to establish cooperative relations with others; ability to maintain records.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one (1) year of full-time paid experience working in a pharmacy setting.

*To be demonstrated during the probationary period.