

**CLASSIFICATION GRID:** 6 NEW GRID 14  
(As of April 1, 2019)

**BENCHMARK TITLE:** PHARMACY ASSISTANT

**BENCHMARK NUMBER:** 83900

**JOB FAMILY:** HEALTH SERVICES

**SCOPE AND LEVEL DEFINITION**

Assists with the preparation and distribution of medications, and performs related administrative support duties.

**TYPICAL FUNCTIONS AND RESPONSIBILITIES**

1. Assists in the preparation of medications in accordance with established procedures and pharmaceutical practice by performing duties such as counting and measuring drugs, packing and labeling medication, repacking/pre-packing into unit standards, and compounding lotions, ointments, and creams.
2. Monitors supplies and equipment, takes inventories, consults with users, identifies requirements, prepares order requisitions for signature, and maintains related stock control records. Liaises with supervisor or delegated Pharmacist regarding problems with inventory and related systems.
3. Receives and checks orders, verifies accuracy of invoices, stocks shelves, checks stored medication for proper storage and dating, and distributes supplies. Refers discrepancies to supervisor.
4. Performs administrative support duties such as producing labels, inputting data into computer programs, maintaining patient medication profiles, receiving and relaying phone messages, completing forms, compiling information and statistics, packaging items for shipping, and sorting and distributing mail.
5. Performs cleaning duties such as washing equipment and supplies, and cleaning work area.
6. Performs other related duties as assigned.

**QUALIFICATIONS**

**Typical Education, Training, and Experience**

- Grade 12
- Pharmacy Technician Certificate
- Recent, related experience of one year  
Or an equivalent combination of education, training, and experience  
Or other Qualifications determined to be reasonable and relevant to the level of work

**Typical Skills and Abilities**

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to type
- Ability to organize and prioritize
- Knowledge of established pharmaceutical practices
- Knowledge of pharmaceutical names and special storage requirements