VALLEY VIEW HEALTH CENTER

JOB DESCRIPTION

Job Classification: Pharmacy Assistant

Reports to: Pharmacy Director

Supervises: None Last reviewed: 11/23/2016

POSITION PURPOSE:

The Pharmacy Assistant's primary job function is to perform duties under the supervision of the pharmacist related to the ordinary operations of the pharmacy.

MINIMUM QUALIFICATIONS:

Education: High School Diploma or GED

Licensure/Certification: Washington State Pharmacy Assistant License upon hire.

Experience: Experience working in a community pharmacy setting or other setting providing similar skills/activities. (Previous experience as a pharmacy assistant; previous experience in multi-tasking; Previous experience in a customer service setting. Bilingual in English and Spanish required.)

Equipment/Skills: Ability to make arithmetic calculations and skill in handling cash. Strong oral and written communication skills as well as excellent customer skills. Computer literate.

Physical demands: Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

Status Classification: Hourly- Non-Exempt

PRIMARY JOB RESPONSIBILITIES:

A. Customer Service for patients who come to fill prescriptions.

B. Provides translation services for those patients not fluent in English.

C. Retrieves daily cash from accounting, responsible for collecting payment for medication dispensed to patients and reconciling cash at end of day.

D. Responsible for maintaining adequate stock of pharmacy forms.

E. Places, receives and processes pharmaceutical and supply orders as directed by the pharmacist and as outlined in the pharmacy policies and procedures guidelines.

F. Receives and appropriately handles phone calls, messages and refill requests into the pharmacy.

G. Monitors drugs and supplies for expiration dates on a regular basis. Removes unsatisfactory products from stock and returns to supplier for credit.

H. Stocking office supplies and reordering as appropriate. Copying needed forms.

I. Aiding the pharmacist in the counting of medications for prescriptions.

J. Participates in quality assurance programs and projects supporting the vision and mission of the pharmacy and clinic.

K. Performs other related duties as assigned. Standards:

- Follows guidelines established at time of assignment.
- Accepts assignments willingly.
- Prioritizes workload to ensure timely completion of assignment.
- Asks appropriate clarifying questions relative to scope of assignment.

ACKNOWLEDGMENT:

I have read and understand the above Job Description, and agree with it.

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date