

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
PHARMACY ASSISTANT

DEFINITION

Performs routine non-professional work in the packaging and distribution of drugs and the maintenance of drug records and inventories in a state facility pharmacy; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Maintains pharmaceutical supplies, drug inventory and patient records.

Prepares compounds, packages drugs and fills drug orders of a non-complex nature, under the supervision of a registered pharmacist.

Performs cleaning and maintenance of pharmaceutical equipment and the pharmacy work area.

Prepares labels for and distributes prescriptions filled by a professional pharmacist.

Receives and directs visitors to the pharmacy; answers the telephone and relays messages; answers questions.

COMPETENCIES REQUIRED

Knowledge of the metric system of measurement.

Knowledge of drugs, their uses and effects.

Ability to assist in the preparation of routine pharmaceutical prescriptions.

Ability to maintain pharmaceutical inventory and prescription records.

Ability to follow routine oral and written instructions.

Ability to convert weights and measures from one system to another system by performing mathematical calculations, primarily ratios and proportions.

Ability to use computer technology to process orders, maintain inventory, patient records.

Ability to learn to do increasingly technical tasks in assisting a licensed Pharmacist.

Skill in the operation and use of pharmaceutical equipment.

Displays high standards of ethical conduct by refraining from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

One year of full-time experience that includes supportive tasks in a pharmacy with the use of medical terminology;

OR

an equivalent combination of education and experience, substituting 15 semester hours of accredited post high school education in a specialty area including medical terminology (e.g., medical technology, x-ray technician, medical secretary) for the required experience;

OR

two years of full-time experience in work relating to the physical sciences

OR

sixty semester hours of accredited college or university coursework in the physical sciences.

SPECIAL REQUIREMENT

Pharmacy Technician certification by the National Pharmacy Technician Certification Board must be obtained within a period of time as specified by the appointing authority at the time of hire.

Effective Date: 12/09 JO