
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care Technical

Class Series: Pharmacy Assistants

Grid: SB23

Class Title: Pharmacy Assistant II

I. Level Definition

Positions at this level perform complex duties such as manufacturing various intravenous solutions and chemotherapy drugs as well as measure, manufacture, compound, package and distribute drugs and medications under the close supervision of a Pharmacist and maintain related records.

II. Typical Duties

- (1) Using approved procedures, manufactures various intravenous solutions such as total parenteral nutrition solutions, and chemotherapy drugs for checking by Pharmacist.
- (2) Under the close supervision of a Pharmacist, performs duties related to the dispensing of drugs including counting/measuring drugs, putting medications into containers and manufacturing and compounding medications such as lotions, ointments and creams for Pharmacist's inspection and authorization for distribution.
- (3) Checks and delivers ward supplies and other stock requirements; pre-packages tablets and liquids in unit dose packages.
- (4) Distributes drugs authorized by Pharmacist and maintains inventory records.
- (5) Performs related clerical duties such as typing, answering telephone, filing and maintaining records of drug and medication use and costs.
- (6) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, graduation from a recognized Pharmacy Assistant course plus two years' recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to type.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.