

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Pharmacy Aide

(Job Description, Class Specification & Minimum Qualification Requirements)

Entry	Pay Grade	HE-02	Job Code	6.845
Full Performance	Pay Grade	HE-04	Job Code	6.846

Function and Location

This position works in the pharmacy unit of a hospital, clinic or long-term care facility and is responsible for assisting the Pharmacist and/or Pharmacy Technician with pharmaceutical support tasks in accordance with established procedures and methods. The position may be required to work on shifts, including evenings, weekends and holidays.

Key Duties and Responsibilities

1. Prepackage medications such as Unit Dose oral Solids, Oral Liquids and other products such as external preparations.
2. Restock shelves in all areas of the pharmacy and pull medications for the pharmacy technicians.
3. Answer Pharmacy phones to assist the pharmacists and take messages in detail so to preclude the interruption of a pharmacist.
4. Tube Medications to floors and call the floor to notify of such transmission. Also deliver medications to Patient Units when requested.
5. Assist the Ordering technician with inventory control and ordering of medication (e.g., listing medications to order and looking for stock shortages).
6. Complete floor checks—checking all areas in the Hospital for outdates including out dated crash cart medications and emergency boxes.
7. Waste medications such as I.V. medications as they become unusable through expiration, lack of proper storage, etc.
8. Report any unsafe issues found in the pharmacy while cleaning and rearranging of stock.
9. Assist with building of New Automated dispensing machines and special projects within the scope of experience, such as pulling medications for the machine to be checked by the pharmacist.

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10. Troubleshoot computer issues on Units such as rebooting of computers and reporting such problems to the pharmacist.
11. Inform pharmacist when Crash cart medications have been compromised and require a red lock.
12. Adhere to patient safety/infection control policies and procedures. Report unsafe equipment.
13. Maintain a clean, well-stocked, safe environment for patients and staff.
14. Maintain the strictest confidentiality of all facility and facility-related employee information.
15. Assist the Pharmacist as needed within the bounds of this position.

Other Duties

In addition to the key duties and responsibilities, this position may be assigned to:

Run reports for the Pharmacists as requested and act as a resource for the centralized pharmacists; transport Pharmacy equipment between units when required; take inventory and restock all supplies and equipment in accordance with established inventory levels; keep the pharmacy clean and in neat working order; operate Pharmacy equipment; attend unit meetings and in-service training; participate in fire and disaster drills; and perform other related duties as assigned.

Knowledge and Abilities used in Performing Key Duties at the Full Performance Level

Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services to the clientele of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

Supervision Provided By

A Pharmacist provides supervision to the position.

Instructions Provided: Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

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Assistance Provided: Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance and assistance in new and unusual situations.

Review of Work: Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically to ensure that acceptable practices are followed.

Prerequisite Qualifications Required for the Entry Level

Education: High school diploma or the equivalency is preferred.

Experience: None required.

Knowledge and Abilities: Knowledge of basic spoken and written English; personal hygiene and bodily care; ability to read, write, speak and understand simple sentences in English; follow oral and written instructions precisely; get along well with others; acquire and demonstrate an attitude of respect toward others; assist in providing assistance to Pharmacists; and the ability to perform basic arithmetic computations (addition, subtraction, multiplication, division).

Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience: One year of work experience in a hospital or other medically oriented institution, which provided the employee with knowledge of working in a Pharmacy Department.

Knowledge and Abilities: Must have demonstrated knowledge of prepackaged medications; maintaining accurate inventory records; applicable hospital/unit policies and procedures; and the ability to provide pharmaceutical support services in accordance with established procedures and methods; maintain records and prepare reports; and communicate effectively orally and in writing.

Substitutions Allowed:

- a. Successful completion of a pharmacy technician program from an accredited school and/or a Certified Pharmacy Technician (CPhT) certification issued by the Pharmacy Technician Certification Board (PTCB) may be substituted for all of the experience required for the entry and the full performance level, or

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- b. Successful completion of a practical nursing program from an accredited community college or possession of a current license to practice as a Licensed Practical Nurse in the State of Hawaii, or equivalent, may be substituted for all of the experience required for the entry and the full performance level, or
- c. Possession of a Bachelor's Degree in Pharmacy from an accredited college or university may be substituted for all of the experience required for the entry and full performance level.

Certification Recommended:

Certification in Basic Life Support (BLS) for Healthcare Workers is preferred.

Desirable Qualifications: Natural aptitude for learning new processes; be a "team player" and get along well with others; be precise and exact; attention to detail; be able to work under pressure and meet deadlines.

Health and Physical Requirements: All employees must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without accommodation.

ADDENDUM ATTACHED

Yes No