

Job Summary – Assistant Technician

Family: Technical

Grade: 5

Department: Hospital Pharmacy

Last Updated: January 16, 2012

Job Information

Job Summary

Perform a variety of pharmacy related duties. Assist Pharmacists in a variety of duties including: preparing prescriptions, dispensing, receiving and counting stocks, and unit dose packaging.

Support the mission and vision of the American University of Beirut Medical Center (AUBMC) and that of the department.

Essential Functions / Task Groups

Product Receipt and Release

- Fill physician orders or stock requisitions accurately. This includes collecting medicines from shelves to be checked by the pharmacist before dispensing
- Pick up orders and requests at the window, and make stat deliveries to patient care areas when requested
- Assist in ordering, receiving, unpacking, and storing pharmaceuticals and supplies in appropriate locations
- Restock medication and IV dispensing areas, rotate stock to ensure use before expiration date
- Restock refunded drugs in appropriate locations after checking the integrity and expiration date

Product Preparation

- Assist pharmacist in preparing extemporaneous medications according to preset formulations.
- Repackage bulk medications in unit dose packages.
- Re-label high alert medications and look alike drugs according to the preset guidelines

Administrative Issues

- Participate in the quality improvement activities of the department
- Assist in the weekly, monthly and annual physical inventory count
- Maintain records and other required documentation accurately
- Organize and prioritizes work assignments
- Maintain competence requirement for current job title/position
- Perform other duties as assigned by supervisor

Critical Competencies

Achievement Orientation, Safety & Health Management, Planning and Organizing, Quality Management, Information & Records Administration, Drug Distribution, Professionalism, Resource Management, Client Focus, Team Skills, Initiative, Communication Skills, Computer Skills, English Comprehension, Applied Technology, Technical Expertise, Organizational Awareness.

KNOWLEDGE / KNOW-HOW

Knowledge:

Knowledge of Medical Terminology

Knowledge of trade name drugs

Education:

Minimum Education: BAC II

Experience:

Preferred Experience: 2 years of related experience in a similar position

Languages:

Minimum Languages: Arabic and English (IET score \geq 450)

Computer Skills:

Proficient in the use of Microsoft Applications as well as other needed software and databases.

IMPACT OF ACTIONS/DECISIONS

Efficient work enhances the flow of work of the department.

JOB STRUCTURE

Work is of standardized nature that may involve a variety of duties with an increase in use of analytical thought due to increased data and changing situations.

MANAGERIAL / SUPERVISORY RESPONSIBILITY

Reporting Channel:

1st Level: Pharmacy Technician Supervisor

2nd Level: Director of Pharmacy

Supervisory Channel:

None.

Job Characteristics:

Physical Effort: Moderate Physical Effort

Work Schedule: Shift Rotation Basis

Working Conditions: Normal