

Classification and Qualification Standards

Pharmaceutical Assistant

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Practitioner Support	Job Code: 15111 Grade: A	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under immediate supervision, the classification is responsible for basic and routine tasks, exercises limited independent judgment, and follows simple procedures, techniques, rules, and regulations. This classification requires knowledge of addition, subtraction, multiplication, division, and common vocabulary in order to assist pharmacist in filling prescriptions for students.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Accurately fills prescriptions.
2. Greets students and verifies information, and coverage.
3. Explains payment of charges, and directions for taking medication.
4. Enters appropriate data, and processes prescriptions for billing purposes.
5. Takes prescriptions over the phone, and provides copies to other providers.
6. Maintains formulary books.
7. Checks stock and expiration dates.
8. Maintains inventory and patient data sheets pertaining to prescription drugs.
9. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of addition, subtraction, multiplication, division, and common vocabulary; oral and written communication; prescription filling procedures*; patient data sheets*; and inventory control*. Skill in operation of computer. Ability to recognize pills and place in container; provide instructions to students; and maintain inventory and data.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

-Must possess a High School Diploma or GED

-The Pharmaceutical Assistant must be a State of Ohio Qualified Pharmacy Technician

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.