



**TOBAGO REGIONAL HEALTH AUTHORITY  
HUMAN RESOURCES DEPARTMENT  
JOB DESCRIPTION**

<b>Job Title</b>	<b>Pharmacy Assistant</b>
<b>Department</b>	<b>Pharmacy</b>
<b>Reports to</b>	<b>Pharmacy Manager</b>
<b>Head of Department</b>	<b>Pharmacy Manager</b>
<b>Supervision Provided to</b>	_____

**JOB SUMMARY**

The Pharmacy Assistant performs pharmacy-related functions, in compliance with department policies and procedures. The incumbent assists the Pharmacist in filling and labelling processed prescriptions, compounding, maintaining pharmacy records, managing inventory and pre-packages pharmaceuticals.

**PRIMARY DUTIES & RESPONSIBILITIES**

- Pre-packages Medicines for distribution.
- Organises and Maintains work area.
- Assists in preparing, packaging and labelling medicines for dispensing.
- Assists in preparing extemporaneous compounds.
- Assists with Proprietary and Emergency Trolley maintenance.
- Assists with maintaining Pharmacy Records
- Assists with data entry into the Health Information Management System.
- Assists Pharmacist in managing inventory.
- Undertakes additional duties as may be considered necessary by the Pharmacist.

**QUALIFICATIONS & EXPERIENCE**

- **Pharmacy Assistant Certificate** from the College of Science Technology and Applied Art of Trinidad and Tobago (COSTAATT) or other equivalent qualification recognized by the Accreditation Council of Trinidad and Tobago
- **Registration as Pharmacy Assistant** with the Pharmacy Board of Trinidad & Tobago

**KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of the principles, practices and techniques of professional pharmacy.
- Knowledge of Pharmacy Board Ordinance and related Ordinances.
- Knowledge of Pharmaceutical Supplies.
- Ability to establish and maintain effective working relationships with patients, other employees and the public.
- The ability to understand and value individual differences and to consider these differences when working with others
- The ability to maintain a level of sensitivity and flexibility for the diverse needs and perspectives of others.
- ICT skills - Proficiency in the use of Microsoft Office Suite.