

Pharmacy Assistant Job Description

- Check for expired medications
- Notify the pharmacist when stock is low
- Take in and handle out prescriptions
- Dispense prescriptions
- Use store's computer systems to generate label and stock lists
- Help in maintaining reasonable dispensary stock levels
- Order items for use within and outside department
- Receive, load and unload incoming goods from manufacturers, wholesalers and elsewhere
- Deliver pharmaceuticals goods to sites within a pharmacy department and clinical areas/wards/departments
- Sell over the counter medicines
- Answer queries on the availability and supply of medicines
- Respond to face to face and telephone enquiries of a routine nature from members of the public, patients, their representatives and a wide range of staff groups
- Pre-pack, assemble and label medicines
- Create and maintain patient profiles
- Prepare insurance claim forms
- Manage the cash register.