 **Pharmacy Practice Assistant Standard Job Description**

**Classification Title:** Pharmacy Practice Assistant

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 6

**Job Description Summary:**

The Pharmacy Practice Assistant, under general supervision, assists with lab duties including maintenance of inventory, assistance during lab activities, and grading.

**Essential Duties and Tasks**

**80% Pharmacy Learning Facilitation**

* Supervises the installation, procurement, setup, organization, maintenance, and disposal of materials and equipment for pharmacy practice labs.
* Supervises students during their completion of prescription lab assignments.
* Schedules guest lecturers for pharmacy practice labs.
* Assists faculty and staff with assignments and practice labs.
* Supervises students during lab assignments.
* Assists with quiz and lab assignment grading.
* Documents, records, and maintains learning information and resources for students.
* Secures new learning opportunities for students.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* High school diploma or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience in health and Pharmacy Technician experience.

**Required Licenses and Certifications:**

* Texas State Board of Pharmacy – Registered Pharmacy Technician (Current).

**Required Knowledge, Skills, and Abilities:**

* Ability to multi-task and work cooperatively with others.
* Ability to work with sensitive information and maintain confidentiality.
* Strong written and verbal communication skills.
* Strong interpersonal, organizational, and planning skills.
* Ability to use, demonstrate, and train students on pharmacy computer software.
* Knowledge of pharmaceuticals, their usage, and labeling requirements.

**Additional Information**

**Machines and Equipment:**

* Computer: 25 hours.
* Telephone: 5 hours.
* Fax: 1 hour.

**Physical Requirements:**

* Ability to lift light objects.

**Other Requirements and Factors:**

* The individual in this position is required to handle Protected Health Information (PHI) as defined by HIPAA regulations.
* The individual is required to handle PHI in accordance with the A&M System policy and is further required to complete HIPAA training as a condition of employment, within a reasonable timeframe after the individual’s employment, and on an as-needed basis thereafter.
* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**