

PHARMACY ASSISTANT STUDENT INTERNSHIP SKILLS LIST Provo School District

This list is designed to help you obtain considerable information during your Internship period. The column on the left will designate various procedures used in your internship you have been assigned. When you have observed a procedure, record the date and have your mentor or sponsor initial the square. There is a lot to see and learn. Be sure to ask your mentor to show you as much as she/he can.

PROCEDURE OR SKILLS	DATE INITIAL	DATE INITIAL	DATE INITIAL
1. Repackaging Bulk Pharmaceuticals			
A-Repackages liquids, tablets, capsules, etc., into specified quantities and various size containers.			
B-Taking pharmaceuticals from bulk stock containers, filling smaller containers and making up and applying appropriate labels.			
C-Operation of such pharmacy equipment as the tablet and capsule packaging machine, liquid bottling machine, and labeling machines.			
2. Assembling Drugs and Supplies			
A-Assembles and packages drugs and supplies for distribution in patient bins, to wards, outpatient clinics, and affiliated services.			
B-If the item is not available in the requested amount, makes necessary computations to provide order in different unit of measure.			
C-Labels non-unit of use items with non-unit dose labels and labels the container to indicate how much to use for a dose.			
D-Computations are checked by a pharmacist.			
3. Bulk Compounding			
A-Follows standardized formulas and procedures in weighing, measuring, and mixing bulk quantities of routinely used pharmaceuticals, e.g., solutions, ointments, powders, alcohol.			

4. Receiving, Storing, and Ordering Pharmaceutical Supplies			
A-Receives supplies and checks receipts against requisitions. Checks receipts against requisitions.			
B-Checks for shortages, tampering, breakages, deterioration, and date of expiration.			
C-Selects proper storage area for pharmaceuticals, e.g., poisons, flammables, perishables, controlled substances, etc.			
D-Storage procedures range from placing stock on regular stock shelf to a variety of special procedures such as refrigeration, temperature and light control, etc.			
E-Rotates supplies to insure freshness, checks on acceptable levels of stock, and may ordersupplies.			
5. Preparing, Storing and Issuing Sterile Solutions			
A-Prepares sterile solutions, e.g., irrigating saline solutions and tubexs			
B-Applies a knowledge of rigid aseptic techniques in the preparation and handling of such solutions.			
C-Applies a knowledge in the sterilizing and handling of all equipment used, e.g., filtering apparatus, semi-automatic transferring devices, and containers for storing the finished products.			
D-Work involves measuring, weighing, and mixing ingredients, and preparing quality control labels.			
6. Assisting in the Preparation of Intravenous Additive Solutions			
A-Receives physicians' orders for intravenous additive solutions.			
B-Computes amounts of solutions and drugs to be used.			
C-Sets up amounts to be mixed, and performs a visual inspection of completed products.			
D-Order and final product are checked by a pharmacist.			
7. Setting up Prescription and Orders for Final Check by a Pharmacist			
A-Reads the prescription to determine kind, strength, and dosage of drug to be dispensed.			
B-Knowledge of pharmacy dispensing requirements is important. For example, some medications may only be dispensed in a 30-day supply.			
C-After determining proper amounts of medication, etc., retrieves repackaged or unit dose labeled container of medication, or obtains bulk stock container and measures proper amounts into smaller container.			
D-In some cases, technicians select the proper repackaged drugs for inpatient medication drawers, which typically contain unit doses of medication prescribed for a patient.			

