## 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
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.			

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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.		

E-In either case, a pharmacist performs a final		
check of the work.		
8. Other Duties		
A-Identifies medication brought into the hospital by		
patients.		
B-Maintains Departmental Service Index.		
C-Prepares special fillings for third party billing.		
D-Maintains sanitary condition of medication cards, cassettes, shelves, counter tops, and other equipment.		
E-Charges controlled substances.		
F-Enters all patient charges on patient charge and supplies.		