

Job Description Form

Division/Department	MedQuest Pharmacy
Position Title	Lab Assistant
Reports To Title	Lead Compounding Pharmacy Technician/Pharmacy Compounding Manager

GENERAL DESCRIPTION

The Lab Assistant maintains clean, organized and stocked dishwashing and garbing areas for the non-sterile Compounding lab. This employee is responsible for cleaning and/or washing and drying equipment, containers, utensils, and any other items used within the lab and surrounding Compounding areas. The Lab Assistant works with the Compounding team to ensure proper equipment, containers, utensils and supplies are ready for daily use within the lab, and assists with tracking, restocking and/or storing cleaning and garbing supplies inventory.

POSITION FUNCTIONS

The Lab Assistant:

- Is responsible for maintaining the overall cleanliness and organization of the dishwashing and garbing stations
- Cleans and/or washes and dries supplies and tools needed for the non-sterile Compounding lab and surrounding Compounding areas
- Works in cooperation with the Compounding management team and lab staff to ensure all necessary equipment, containers, squeeze bottles, utensils, and other compounding supplies are ready for daily use within the lab
- Actively communicates any delays or potential issues to the pharmacy team
- Locates and demonstrates general knowledge of Standard Operating Procedures "SOPs"
- Uses proper garbing techniques in accordance with current MedQuest SOP guidelines
- Assists in monthly cleaning of all work stations in the Compounding lab and surrounding areas
- Understands and locates Safety Data Sheet "SDS" guidelines for maintaining safety and managing safety events
- Periodically assists the Compounding Purchaser with tracking, restocking, and/or storing inventory items located within the dishwashing and garbing areas
- Works together with all team members to promote a community of cooperation and respect
- Provides occasional backup to MedQuest Pharmacy's shipping staff, processing pharmacy orders for MedQuest as needed, and as time allows

EDUCATION REQUIREMENTS/SPECIAL TRAINING, CERTIFICATIONS, SKILLS

- High School education
- Able to successfully prioritize and manage various time-sensitive job duties
- Good verbal communication, reading and writing skills, with attention to detail
- Able to routinely lift up to 25 lbs. and occasionally lift up to 35 lbs.
- Strong organizational skills
- Prior experience cleaning in a healthcare setting is preferred but not required
- Satisfactory background check results*

*Federal law prohibits the employment of any person in a pharmacy role with access to controlled substances, if that person has been convicted of a felony offense related to controlled substances. For this reason, candidates for, and employees in, non-licensed pharmacy roles, i.e., individuals who are not overseen by the Utah Department of Professional Licensing (DOPL), and who have not undergone DOPL's pharmacy pre-licensure background check process, may also be subject to background checks if they will have access to controlled substances in the course of performing their job duties, such as in the case of pharmacy support staff.

Date Reviewed		
Employee Name/Signature		
Manager Name/Signature		