

CLASS TITLE:

PHARMACY AIDE

Class Code: 02434200
Pay Grade: 16A
EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a pharmacist by performing a variety of non-professional pharmaceutical duties; to perform responsible work involved in receiving, storing and dispensing pharmaceutical preparations and supplies; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a professional pharmacist from whom general and specific instructions are received; work is subject to review in progress and upon completion for conformance to policies, procedures and instructions.

SUPERVISION EXERCISED: Supervises employees and patient help assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a pharmacist by performing a variety of non-professional pharmaceutical duties such as preparing stock solutions, weighing powders, mixing ointments and assisting in the preparation of sterile solutions.

To perform responsible work involved in ordering, receiving, unpacking, storing and checking pharmaceutical preparations and supplies.

To maintain records such as a log of the date items are received and their expiration, a perpetual inventory of supplies, a patient profile system in regard to pharmaceuticals and a system of control numbers for medications.

To deliver and replenish prescription and non-prescription items on a daily basis to wards, admitting, out-patient and operating areas.

Under the supervision of a pharmacist, to prepare and deliver to the proper patient intravenous admixtures and to maintain proper IV solution inventory levels in the pharmacy and on the wards.

To recommend condemnation of obsolete or damaged stock on the basis of expiration records or physical inspection, or when directed by a superior to return such stock to the wholesaler for credit or replacement.

To sterilize and affix labels to bottles, jars and other containers that are reusable, and to repackage medication in predetermined quantities.

To assist in maintaining sanitary conditions and security measures necessary for the proper functioning of an institutional pharmacy.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of principles, practices and methods for the proper handling, storage and delivery of pharmaceutical preparations and supplies; a working knowledge of related record keeping and inventory principles and methods; a working knowledge of the proper procedures for the shipping, packing, and unpacking of pharmaceutical solutions and surgical supplies; a working knowledge of the techniques used in the preparation of routine pharmaceutical preparations and solutions, and the ability to prepare routine pharmaceutical prescriptions, in accordance with prescribed instructions from a pharmacist; the ability to maintain accurate records and prepare reports of pharmaceutical supplies purchased, dispensed and stored; the ability to carry out written and oral instructions; and related capacities and abilities.

EDUCATION:

Education: Such as may have been gained through: graduation from a senior high school and completion of a formal pharmacy aide training course at an accredited hospital or similar facility.

Class Revised: March 28, 1976

Editorial Review: 3/15/2003