

Position Number: **Benchmark Job #159**

Ministry: BC Mental Health Society

Branch: Pharmacy Department

Location: Riverview Hospital

Working Title: **Pharmacy Aide**

Level: Range 9

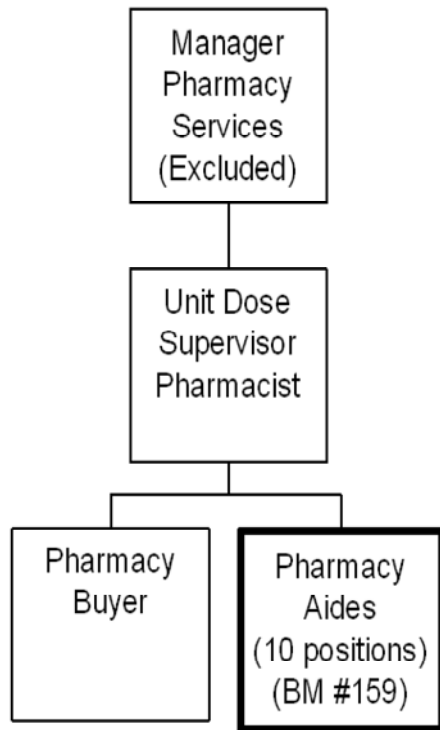
NOC Code: 3414

PRIMARY FUNCTION

To perform pharmaceutical dispensing, preparing, packaging, labelling, storing and distributing functions.

JOB DUTIES AND TASKS

1. Dispenses and distributes pharmaceuticals to fill ward medication orders and prescriptions
 - a. checks and verifies orders against computer records
 - b. calculates quantity of medications to be dispensed
 - c. retrieves pharmaceuticals from stock
 - d. counts, labels, and places medications into containers, monitored blister packs and drug cassettes
 - e. checks orders leaving the pharmacy for accuracy and reports discrepancies regarding medication orders to supervisor
 - f. prepares necessary paperwork for orders and maintains operational log
2. Packages and prepares pharmaceuticals
 - a. packages tablets using unit dose packaging machine; replaces expendable parts on machine
 - b. maintains list of drugs to be packaged
 - c. prepares ointments, compounds, solutions and lotions
3. Performs other related duties
 - a. responds to telephone enquiries and requests from other departments and wards
 - b. cleans drug cassettes and work areas and sterilizes dispensing equipment
 - c. maintains stock of pharmaceuticals by taking stock counts, checking expiry dates, ordering replacement stock and maintaining drug order log
 - d. enters patient and drug information into computer
 - e. lifts and carries drug stocks, pill cases and cassettes into and out of storage



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand and apply the accepted methods of pharmacy to prepare topical ointments and compounds and to fill ward medication orders or prescriptions.</p>	E	145
2	<p>MENTAL DEMANDS</p> <p>Judgement to recognize known differences and determine the priority of pharmacy tasks and appropriate packaging in preparing prescriptions and reporting discrepancies on medications orders to supervisor.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS</p> <p>Tact required to answer inquiries and verify information related to order preparation and pharmacy activities with staff in other departments.</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Moderate coordination and dexterity required to accurately dispense drug doses using measuring and counting utensils.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by specific procedures, select a course of action using previous instruction to prepare orders for prescription drugs, ointments and compounds under direction of pharmacist, operate unit dose packaging machine, and sterilize equipment.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Financial responsibility to requisition stock from Pharmaceutical Buyer.</p>	A	5

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Some responsibility to perform light maintenance on unit dose machine by replacing expendable parts.	B	10
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal guidance to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure the safety of patients by performing pharmaceutical dispensing functions.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually check and verify pharmaceutical orders before and after filling.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently lift and carry light weight drug cassettes and cases.	C	12
12	SURROUNDINGS Exposure to loud noise from unit dose packaging machine regularly.	B	4
13	HAZARDS Minimal exposure to hazards from frequently lifting of light weight pill cassettes and cases.	A	2

Total Points: 365

Level: Range 9