

PHARMACY AIDE

NATURE OF WORK IN THIS CLASS:

This is routine sub-professional work involved in performing selected and restricted activities in a pharmacy.

Employees in this class perform routine sub-professional duties independently after initial training and work under closer supervision on more complex technical developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Learns to fill and dispense prescribed drugs and medications; mixes and compounds pharmaceutical preparations under immediate supervision of pharmacist.

Assists in pre-packing bulk pharmaceutical supplies, such as tablets, capsules, liquids for unit dose distribution.

Makes routine floor rounds and picks up drug requisitions; delivers medications and drugs to the nursing/medical units.

Types and labels drugs, chemicals and pharmaceutical preparations.

Washes and sterilizes bottles, beakers and other glassware according to prescribed methods.

Assists in maintaining an adequate supply of medications and supplies on the shelves; counts drugs and other stock items during inventory; logs and packs expired drugs; keeps stock shelves in order.

Maintains patient's profile, keeping a complete record of drug codes, dosages and amount given; computes charges and prepares vouchers.

Maintains prescriptions, drug requisitions and related files according to established procedures.

Dusts and cleans shelves, counters and other work areas to maintain cleanliness and neatness.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn and apply pharmaceutical terminology, practices and procedures.

Ability to learn and apply the operation and maintenance of pharmaceutical apparatus, instruments and equipment.

Ability to make arithmetic computations.

Ability to exercise care in the handling, cleaning and sterilizing of pharmaceutical glassware and equipment.

Ability to learn and apply office clerical procedures and practices.

Ability to understand and follow oral and written instructions.

Ability to work effectively with employees and the public.

Ability to maintain records and prepare reports.

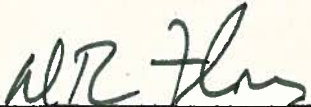
Ability to type at a prescribed rate of speed may be required.

MINIMUM EXPERIENCE AND TRAINING:

A) Graduation from high school; or

B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission