


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Pharmacy Clerk</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p style="text-align: center;"><u>178</u></p>
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<p>Decision Making</p> <p>Follows clearly prescribed practices when labeling, dispensing medications and maintaining inventory.</p>	<p>Degree</p> <p style="text-align: center;"><u>2.0</u></p>
<p>Education</p> <p>Grade 12.</p>	<p style="text-align: center;"><u>2.0</u></p>
<p>Experience</p> <p>No previous experience. Nine (9) months on the job to learn coding of invoices and inventory control, learn trade and generic drug names and become familiar with region/facility/department policies and procedures.</p>	<p style="text-align: center;"><u>3.0</u></p>
<p>Independent Judgement</p> <p>Follows established methods coding invoices, computer billing and filing. Has choice of action in sequence of tasks based on work demands.</p>	<p style="text-align: center;"><u>2.0</u></p>
<p>Working Relationships</p> <p>Requires tact and courtesy when discussing billing issues. Requires courtesy and cheerfulness when dealing with vendors, nursing stations, hospitals, other pharmacies and insurance companies.</p>	<p style="text-align: center;"><u>2.0</u></p>

Impact of Action	Degree
Assists the pharmacist in the dispensing of medications to meet quality and service requirements. Misjudgment in shipping products to other agencies may result in delay in treatment. Misjudgment in billing can result in inaccurate account billing and/or errors in inventory.	<u>2.0</u>
Leadership and/or Supervision Provides orientation to staff.	<u>1.0</u>
Physical Demands Regular physical effort standing, walking and delivering pharmaceuticals with frequent periods of heavy lifting, pulling and pushing carts. Requires accurate fine coordination in dispensing, packaging, weighing, measuring medications.	<u>2.5</u>
Sensory Demands Regular sensory effort stocking inventory, computer operation, dispensing medications, receiving direction and instruction. Preparation of medications requires precision work.	<u>2.0</u>
Environment Regular exposure to minor conditions such as dust, chemicals and sterile sharps.	<u>3.0</u>