



Provincial Job Description

TITLE:
(178) Pharmacy Clerk

PAY BAND:
7

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assists the pharmacist in the dispensing of medications and performs various duties within a retail/hospital pharmacy.

QUALIFICATIONS:

- ◆ **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Communication, organizational and interpersonal skills**
- ◆ **Valid drivers license, where required by the job**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Drug Distribution

- ◆ Assists the pharmacist with dispensing medications for clients and hospital ward stock.
- ◆ Prepares blister packs for clients.
- ◆ Delivers intravenous solutions/drugs/medications to wards.
- ◆ Performs pre-counts.
- ◆ Rotates stock and maintains inventory.
- ◆ Labels medications.
- ◆ Assists with preparation of mixtures (e.g., ointments, liquids).
- ◆ Unpacks orders, places medication in stock, and repackages orders for clients/patients/residents and/or various locations.

B. Billing

- ◆ Prepares billing for nursing stations, regional hospitals, health centers, other pharmacies and insurance companies on a monthly basis.
- ◆ Assists with accounts receivable ledger.
- ◆ Enters all incoming invoices in a ledger/computer.
- ◆ Assists with financial statements.
- ◆ Performs a variety of computer billing, as required.
- ◆ Codes and files invoices.
- ◆ Files doctors' orders.
- ◆ Credits regional and hospital wards for stock returns.
- ◆ Completes daily cash sheets, maintains float in till, where required.
- ◆ Rents crutches to customers, where required.

C. Related Key Work Activities

- ◆ Performs general clerical and reception duties.
- ◆ Performs daily back-up on computer, where applicable.
- ◆ Acquires price quotes on medications.
- ◆ Maintains other inventory, orders supplies, records all stock charged out.
- ◆ Cleans and maintains department.
- ◆ Picks up mail, where required by the job.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.