


# Job Evaluation Rating Document

	<p><b>Job Title</b> <u>Pharmacy Assistant</u></p> <p><b>Date</b> <u>Interim Rating - February 29, 2016</u></p> <p><b>Revised Date</b> <u>March 9, 2016</u></p> <p><b>Revised Date</b> <u>January 15, 2025</u></p>	<p><b>Code</b></p> <hr/> <p>505</p>
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<p><b>Decision Making</b></p> <p>Follows clearly prescribed practices when labeling, dispensing medications and maintaining inventory.</p>	<p><b>Degree</b></p> <hr/> <p>2.0</p>
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<p><b>Education</b></p> <p>Grade 12. Pharmacy Assistant certificate (SAIT Polytechnic 640 hours).</p>	<p><b>Degree</b></p> <hr/> <p>3.0</p>
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<p><b>Experience</b></p> <p>No previous experience. Nine (9) months on the job to become familiar with department policies and procedures.</p>	<p><b>Degree</b></p> <hr/> <p>3.0</p>
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<p><b>Independent Judgement</b></p> <p>Follows established methods when processing medication orders, coding invoices, computer billing and filing. Resolves minor operating problems.</p>	<p><b>Degree</b></p> <hr/> <p>2.5</p>
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<p><b>Working Relationships</b></p> <p>Has regular contact with suppliers/vendors. Requires tact and discretion when interacting with nursing units when distributing and delivering medications.</p>	<p><b>Degree</b></p> <hr/> <p>3.0</p>
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**Job Title**

Pharmacy Assistant

**Code**

505

<b>Impact of Action</b> Delays in dispensing medication or shipping products to other agencies may result in delay in treatment. Errors in entering medication information can result in inaccurate account billing and/or errors in inventory.	<b>Degree</b>  <u>2.0</u>
<b>Leadership and/or Supervision</b> May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.	<b>Degree</b>  <u>1.0</u>
<b>Physical Demands</b> Regular physical effort standing, walking and delivering pharmaceuticals with frequent periods of lifting, pulling and pushing carts. Requires accurate fine coordination in dispensing, packaging, weighing and measuring medications.	<b>Degree</b>  <u>2.5</u>
<b>Sensory Demands</b> Regular sensory effort stocking inventory, computer operation, dispensing medications, receiving direction and instruction requiring frequent periods of concentration.	<b>Degree</b>  <u>2.5</u>
<b>Environment</b> Regular exposure to minor conditions such as interruptions, chemicals and sharp objects.	<b>Degree</b>  <u>3.0</u>