

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 6301000**

**Pharmacy Aide, Grade 7**

Brief Description of Class

Pharmacy Aides perform routine manual and clerical activities in receiving, inventorying, storing, preparing, repackaging, and issuing pharmaceutical supplies in State pharmacy operations. They assist licensed pharmacists in the preparation of pharmaceutical orders, make entries in appropriate records systems, and assist in the repackaging of drugs.

Distinguishing Characteristics

*Pharmacy Aide:* under the supervision of a licensed pharmacist, performs a variety of routine manual and clerical tasks in the receipt, storage, preparation, repackaging, issuing, and delivery of pharmaceutical supplies; assists in the preparation of standard solutions; and maintains pharmacy records.

Related Classes

Pharmacy Interns perform all the duties of a properly classified Pharmacist while completing pharmacy school or pending licensure. Incumbents work under direct supervision of licensed pharmacists, who closely check all work and dispense medications.

Pharmacists administer, prepare, compound, preserve, and dispense drugs, medicines, and therapeutic devices on the basis of prescriptions or other legal authority.

Illustrative Tasks

Unpacks, sorts, and counts pharmaceutical supplies for storage or distribution (excluding narcotics and controlled substances), following specific instructions and standard procedures.

- Checks incoming shipments for breakages or shortages.

- Stores supplies in designated areas, including some which require special handling and/or refrigeration.
- Restocks storage areas and replenishes stock items on shelves.
- Removes outdated drugs, and under direction of a pharmacist, either destroys them following established procedures, or packages the drug supplies for shipment to the drug manufacturer or distributor for exchange or credit.
- Enters the receipt and distribution of supplies into electronic pharmacy systems and prints out information.

Fills various sizes and types of packages or containers by hand or by machine from bulk manufactured or purchased quantities.

- Under the supervision of a pharmacist, repackages bulk supplies, including generic medications, syrups, soaps, rubbing alcohol and disinfectants into smaller amounts and containers.
- Repackages prescription medications for dispensing by operating a solid oral or liquid unit dose packaging machine.
- Prepares various standard preparations according to prescribed procedures.
- Assists pharmacists in filling and preparing drug orders.
- Operates capsule and tablet counting machines which automatically distributes a certain number of capsules or tablets into smaller containers.
- Prepares labels by typing and/or by operating a computer and printer.
- Affixes information labels on medication containers.
- Maintains and cleans equipment used in the pharmacy.
- Utilizing various means of transport, delivers medication, including unit dose cassettes to various treatment and living areas of State facilities.

Performs a variety of clerical tasks in support of pharmacy operations.

- Prepares, maintains, and enters data into electronic systems for the purposes of inventory control and the maintenance of pharmacy records.
- Visually monitors inventory levels and notifies a pharmacist when inventory levels appear low.

- Brings unusual medication requests made by clinicians to the attention of the pharmacist.
- Generates various pharmacy computer reports, including drug exception, drug utilization, and patient/ward medication reports.
- Answers routine factual telephone inquiries, and/or refers callers to the pharmacist, or other departments of a facility.

May perform a variety of light housekeeping tasks in order to maintain a safe and clean environment in the pharmacy.

May assist a pharmacist in medical unit inspections to check for outdated and/or adulterated medications, appropriate storage of stock, temperature, cleanliness and documentation conformity.

#### Minimum Qualifications

Open Competitive: possession of a high school diploma or equivalent, and either one year of experience assisting with the filling of medical prescriptions under the direct supervision of a licensed pharmacist; current pharmacy technician certification by the Pharmacy Technician Certification Board; or a certificate or diploma from a pharmacy technician training program accredited by the American Society of Health-System Pharmacists. Applicants must also possess a valid NYS driver's license appropriate for the vehicle assigned at locations where a motor vehicle is used in the transport of medication.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 8/2019

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