

 Oroville Hospital	<b>Job Description for Pharmacy Clerk</b>		Department: <b>Pharmacy</b>
			Dept.#: <b>8390</b>  Last Updated: <b>7/24/08</b>

### **Reports To**

Director of Pharmaceutical Services

### **Summary**

Primarily responsible for typing IV labels, doing drug inventories on nursing stations, and general clerk duties for the needs of the Pharmacy Department.

### **Duties**

May perform any of the following and other related duties:

1. Checks temperatures of hospital refrigerators and registers in log books. Checks refrigerators for out-dated drugs
2. Several office duties - - answers phone and takes messages. Type simple memos. Files correspondence, literature and journals
3. Types IV labels, delivers IV's and other medications to the nursing stations. Keeps current inventory of IV solutions, irrigations and IV tubing's on various nursing stations, OR and ER
4. Do narcotic inventory in those areas where narcotics are located and with pharmacist's approval issue narcotics to nursing stations. Pharmacy Clerks are also responsible for keeping the pharmacy perpetual narcotic inventory accurate
5. Inventory the ER and replace any drugs that may be missing, after pharmacist approval.
6. Unpack and restock IV boxes from storeroom and place on appropriate shelves in the Pharmacy Tag all IV bottles, solutions and tubing's with appropriate pharmacy charge ticket
7. Inventory and order from IV vendor twice weekly
8. Will perform other related duties as may be required
9. Regularly works with confidential data such as patients' profiles which must not be disclosed

### **Qualifications**

1. Must be able to operate a typewriter and adding machine
2. Previous experience in working with drugs and people is preferred

### **Lifting Requirements**

Medium – generally lifting not more than 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.