

information

Treasury Board of Canada
Secretariat

Conseil du Trésor du Canada
Secrétariat

DATE: October 19, 1992

DATE: Le 19 octobre 1992

TO: Deputy Heads
Heads of Agencies
Directors of Personnel
Heads of Bargaining Agents
Chiefs of Classification

AUX: Administrateurs généraux
Chefs d'organismes
Directeurs du personnel
Chefs des agents négociateurs
Chefs de classification

**SUBJECT: Revised Classification
Standard for the Pharmacy
Group**

**OBJET: Norme de classification
révisée du groupe de la
pharmacie**

Authority

A revised Classification Standard for the Pharmacy Group was approved by the Treasury Board on August 24, 1992 (TB Decision No. 819000).

The revised Classification Standard supersedes the 1988 one. It combines dispensing, advisory and regulatory functions into one group. This is consistent with the objectives of simplifying classification.

Implementation

The effective date for implementing the revised classification standard is April 1, 1992.

All positions in the Pharmacy Group should be reviewed against the new PH Classification Standard, effective April 1, 1992.

Autorisation

Une version révisée de la norme de classification du groupe de la pharmacie a été approuvée par le Conseil du Trésor le 24 août 1992 (Décision du CT n° 819000).

Cette norme de classification révisée remplace celle de 1988. Elle combine les fonctions de la distribution, de la consultation et de la réglementation dans un groupe. Cela est conforme aux objectifs de simplification de la classification.

Mise en oeuvre

La date d'entrée en vigueur de cette norme de classification révisée est le 1^{er} avril 1992.

Tous les postes du groupe de la pharmacie doivent être revus en fonction de la nouvelle norme de classification du groupe PH en vigueur à compter du 1^{er} avril 1992.

Administration

No formal reclassification action is possible until new rates of pay for the respective levels have been issued by the Staff Relations Division.

Availability

Additional copies of the revised Classification Standard may be purchased from:

Canada Communication Group
Printing Services
45 Sacré-Coeur Boulevard
Hull, Quebec
K1A 0S7

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Administration

Aucune mesure de reclassification formelle ne peut être entreprise tant que les nouveaux taux de rémunération des différents niveaux n'auront pas été émis par la Division des relations de travail.

Disponibilité

On peut se procurer d'autres exemplaires de cette norme de classification révisée à l'adresse suivante:

Groupe Communication Canada
Services d'imprimerie
45, boulevard Sacré-Coeur
Hull (Québec)
K1A 0S7

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Classification, Equal Pay, Information
and Pay Division

CLASSIFICATION STANDARD

PHARMACY

Scientific and Professional Category

Issued by:

Classification, Equal Pay, Information
and Pay Division
Personnel Policy Branch
1992

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Available in Canada through

your local booksellers

or by mail from

Canada Communication Group - Publishing
Ottawa, Canada K1A 0S9

Catalogue No. BT41-1-221/1992
ISBN 0-660-57479-9

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INTRODUCTION

This standard describes the classification plan used to determine the relative difficulty of jobs allocated to the Pharmacy Group. It consists of an introduction, definitions of the Scientific and Professional Category and the Pharmacy Group, Level descriptions and bench-marks.

The Level description method of job evaluation is to be used to classify jobs allocated to the Pharmacy group. Each of the three Levels in the classification plan is described in terms of the primary features used to assign jobs to a Level. Jobs are regarded as being of equal difficulty and are assigned to the same level when the duties and responsibilities best correspond, on the whole, with the description of that Level.

Use of the Standard

These steps are to be followed in applying this classification standard:

1. The position description is studied to ensure understanding of the position as a whole. The relationship of the position being evaluated to positions above and below it in the organization is also studied.
2. The allocation of the position to the category, group and sub-group is confirmed by reference to the definitions and the descriptions of inclusions and exclusions.
3. The position is tentatively assigned to a level by comparing the duties and responsibilities of the position with the Level descriptions. This level best corresponds on the whole with the duties and responsibilities of the position.
4. The description of the position being evaluated is compared with the descriptions of the levels above and below the level selected, as a check on the validity of the level selected.
5. The description of the position being evaluated is then compared with the bench-mark position descriptions illustrating the level tentatively selected. Comparisons are made with the bench-mark position descriptions illustrating the Levels above and below the level tentatively selected, as a check on the validity of the Level selected.

Pharmacy

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CATEGORY DEFINITION

Occupational categories were repealed by the Public Service Reform Act (PSRA), effective April 1, 1993. Therefore, the occupational category definitions have been deleted from the classification standards.

GROUP DEFINITION

For occupational group allocation, it is recommended that you use [the Occupational Group Definition Maps](#), which provide the 1999 group definition and their corresponding inclusion and exclusion statements. The maps explicitly link the relevant parts of the overall 1999 occupational group definition to each classification standard.

LEVEL DESCRIPTIONS

Level 1

This level includes positions which are professionally responsible for preparing and dispensing drugs and other medications, or auditing for the drug stocks and applicable records, and for providing information and advice. Work is normally performed under the general supervision of a more senior pharmacist. Work at this level normally does not include managerial responsibilities:

Level 2

This level includes positions which are responsible for the management of the dispensary of a small hospital (up to 500 beds) or other treatment facility, or the management of medical stores serving a group of treatment facilities, or the management of audit of drug stocks and applicable records. Positions at this level supervise staff performing this work, such as a supervising pharmacist serving under the pharmacist in charge of the dispensaries in those federal hospitals having a large number of active treatment beds or a large number of non-active and active treatment beds.

Level 3

This level includes positions which are responsible for the management of the dispensaries of those federal hospitals having a large number of active treatment beds or a large number of non-active and active treatment beds. It also includes positions which direct and control, through a staff of (a) subordinate supervisor(s), a program for the auditing of drug stocks and applicable records.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 1

Level: 1

Descriptive Title: Inspector

Reporting to the Regional Supervisor:

Conducts a cyclical program of audit of persons and/or institutions entitled to distribute drugs in an one word assigned territory. Verifies the methods and procedures of drug handling from the standpoint of accountability, the adequacy of security over drug products, and the accuracy and authenticity of all transactions. Ensures that all activities undertaken are in accordance with the Regulations. Assesses the results of audits, requests appropriate corrective action and recommends additional action by the Bureau as appropriate.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 2

Level: 2

Descriptive Title: Regional Manager, Minor Region

Reporting to the Chief, Inspection Services Division:

Conducts a cyclical program of audit of persons and/or institutions entitled to distribute drugs in an assigned territory. Verifies the methods and procedures of drug handling from the standpoint of accountability, the adequacy of security over drug products, and the accuracy and authenticity of all transactions. Ensures that all activities undertaken are in accordance with the Regulations. Assesses the results of audits, requests appropriate corrective action and recommends additional action by the Bureau as appropriate. Directs and controls a staff of two inspectors/auditors.