

### **MODULE- PHARMACY ASSISTANT**

<b>NAME</b>	:	<b>Pharmacy Assistant.</b>
<b>SECTOR</b>	:	Medical & Nursing
<b>CODE</b>	:	<b>MED124</b>
<b>ENTRY QUALIFICATION</b>	:	<b>Minimum 10<sup>th</sup> Standard &amp; 14 Yrs of age</b>
<b>TERMINAL COMPETENCY</b>	:	Successful candidates would be able to read the prescription, identify & arrange medicine in medicine shop, identify & use first aid equipments, give injections, book orders, operate sphygmomanometer etc. On completion of this module, the participants can be employed as Pharmacy Assistant in Public/Private hospital's Pharmacy shop.
<b>DURATION</b>	:	<b>180 hrs</b>
<b>CONTENTS</b>	:	Identifying & arranging medicines and various equipments in pharmacy shop

<b><u>Practical Competencies</u></b>	<b><u>Underpinning knowledge (Theory)</u></b>
1 Practice of safety & health hazard measures of drugs.	1. Principles of safety & health hazard measures of drugs.
2. Practice of reading prescriptions.	2. Study of rules for :
3. Practice of reading the ingredients written on medicine..	<ul style="list-style-type: none"><li>- reading prescriptions.</li><li>- reading ingredients written on medicine.</li><li>- arranging companywise draws/box of medicine.</li><li>- identifying batch number &amp; expiry date of medicine.</li><li>- first aid equipments &amp; storage.</li></ul>
4. Identifying the following : <ul style="list-style-type: none"><li>- company wise draws/box of medicine.</li><li>- Batch number &amp; expiry date of medicine</li><li>- OTC medicine &amp; its use</li></ul>	3. Definition of OTC, schedule H medicine, Restricted medicine & ethical medicine.

<ul style="list-style-type: none"> <li>- schedule H medicine from Prescription.</li> <li>- restricted medicine from prescription &amp; its storage.</li> <li>- first aid equipments, its storage.</li> </ul> <p>5. Application methods of different antiseptic creams &amp; lotions.</p> <p>6. Methods of bandaging.</p> <p>7. Methods of injection pricking :</p> <ul style="list-style-type: none"> <li>- Intravenous.</li> <li>- Intramuscular.</li> <li>- Subdermal</li> <li>- Intradermal.</li> </ul> <p>8. Keeping medicine in different racks of shop as per systems alphabetic order :</p> <ul style="list-style-type: none"> <li>- antibiotics.</li> <li>- OTC medicines.</li> <li>- General medicine.</li> <li>- Gynecological medicine.</li> </ul> <p>9. Arranging medicine as per expiry date.</p> <p>10. Stock taking of sold medicine to order new medicine from the vendor.</p> <p>11. Booking order both manually &amp; computerized from customer &amp; vendor.</p>	<p>4. Rule of issuing medicine &amp; necessary check points.</p> <p>5. Definition of antiseptic &amp; cosmetic creams/lotions.</p> <p>6. Principles of sterilization of first aid equipments.</p> <p>7. General principles of injection, sterilization &amp; cleanliness of syringe &amp; other tools used during injection.</p> <p>8. Types of injection pricking &amp; precautions taken care during injection pricking.</p> <p>9. Bandaging &amp; its various types.</p> <p>10. Procedures of the following :</p> <ul style="list-style-type: none"> <li>- Keeping medicine in systematic way</li> <li>- maintaining stock ledger for availability of medicine.</li> <li>- maintaining data as per the expiry date of medicine.</li> <li>- maintaining sale register after everyday distribution of medicine.</li> <li>- placing purchase order as per requirement.</li> <li>- calculating purchase price &amp; setting the sale price.</li> </ul> <p>11. Basic computer applications (Microsoft</p>
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12. Distribution of booked order.	office).
13. Preparing manual/computerized purchase order from vendors.	12. Blood pressure :
14. Preparing list of Wholesale cost price, retail price & selling price.	- definition.
15. Keeping inventories.	- Normal values.
16. Use of computer for store keeping with relevant software.	- precautions while measuring & handling of
17. Operations of normal & digital sphygmomanometer.	sphygmomanometer.
18. Operations & use of stethoscope.	13. Various parts & use of Stethoscope.

**Lists of Tools & Equipment/raw materials:**

DESCRIPTION	QTY	DESCRIPTION	QTY
-	-	-	-
1. Various medicines with their trade names alphabetically from A to Z.	As required	14. Soframycin ointment	10
2. Racks, draws & Cupboards of various size & shape.	As required	15. Syringes : 2ml/5ml	10
3. OTC medicines.	As required	16. Needles.	10
4. Schedule H medicines.	As required	17. Suturing needle.	10
5. Restricted medicines.	As required	18. Catgut.	10
6. Cotton.	As required	19. Register for maintaining stock.	As required
7. Cotton bandage.	As required	20. Register for purchase orders.	As required
8. Crape bandage :	As required	21. Register for booked orders.	As required
- Small		22. Sphygmomanometer :	
- Medium		- Digital	02
- large		- Manual	04

9. P.O.P bandage.	As required	23. Stethoscope.	04
10. Spirit.	10	24. Thermometer.	06
11. Betadine.	10	25. Computer & printer with relevant software for store keeping.	01
12. Savalon.	10	-	
13. Dettol.	10	-	