UNITED STATES AIR FORCE

OCCUPATIONAL
SURVEY
REPORT

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PHARMACY

AFSC 4P0X1

OSSN 2300

FEBRUARY 1998

OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION AND TRAINING COMMAND
1550 5TH STREET EAST
RANDOLPH AFB, TEXAS 78150-4449

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59 MDW/MTPS (2200 BERGQUEST, STE 1, LACKLAND AFB TX 78236-5300, ATTENTION: MSGT DAVIS)	2	1	1	
60 MGTS/SGQP (101 BODIN CIRCLE, TRAVIS AFB CA 94535-1800)	1		1	
382 TRS/XYAD (917 MISSILE ROAD, STE 3, SHEPPARD AFB TX 76311-2263)	7	1	5	
882 TG/TGC (939 MISSILE ROAD, SHEPPARD AFB TX 76311-2263)	1		1	

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PREFACE

This report presents the results of an Air Force Occupational Survey of AFSC 4P0X1, Pharmacy career ladder. Authority to conduct occupational surveys is contained in AFI 36-2623. Copies of this report and pertinent computer printouts are distributed to the Air Force Functional Manager, the operations training location, all major using commands, and other interested operations and training officials.

Second Lieutenant Jeffrey Nagy developed the survey instrument. Mr. James T. "Tom" Duffy analyzed the data and wrote the final report. Mr. Tyrone Hill provided computer programming support and Mr. Richard G. Ramos provided administrative support. Lieutenant Colonel Roger W. Barnes, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron, reviewed and approved this report for release.

Additional copies of this report can be obtained by writing to AFOMS/OMYXI, 1550 5th Street East, Randolph AFB Texas 78150-4449, or by calling DSN 487-5543. For information on the Air Force occupational survey process or other on-going projects, visit our web site at http://www.omsq.af.mil.

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SUMMARY OF RESULTS

1. **Survey Coverage**: The Pharmacy career ladder, AFSC 4P0X1, was surveyed to gather data needed to evaluate the effectiveness of training to ensure members are receiving training for the right type of equipment; to validate training requirements; and to verify changes within career ladder, operational training, and career development course materials. Survey results are based on responses from 821 Active Duty (773) and Air Force Reserve Component (AFRC) (48) personnel. Skill levels and paygrades were well represented.

2. **Career Ladder Structure**: Structure analysis identified two clusters and four jobs: Outpatient Cluster, Inpatient Cluster, Supervisory Job, Controlled Drug Job, Supply Job, and Superintendent Job.

3. **Career Ladder Progression**: Personnel entering the career ladder complete two phases of training. The first is course J3AQR4P031-001, Pharmacy Apprentice (Phase I), conducted at Sheppard AFB TX, and the second is course J5ABO4P031-000, Pharmacy Apprentice (Phase II), conducted at Wilford Hall Medical Center, Lackland AFB TX. AFSC 4P0X1 Active Duty personnel follow a normal career progression pattern that includes a decrease in technical task performance and an increase in supervisory performance at the 7-skill level. AFRC 7-skill level personnel also follow the normal Active Duty career progression path. Active Duty 9-skill level and Chief Enlisted Manager personnel are the upper level supervisors of this AFSC.

4. **Training Analysis**: Matched survey data to the AFSC 4P0X1 Specialty Training Standard (STS) revealed a document well supported by survey respondents. The 4P0X1 STS had only 2 out of 74 performance coded elements that were not supported by survey data. Analysis of the 4P0X1 Plans of Instruction (POIs) also revealed documents that were well supported by the career field as all performance coded learning objectives, with the exception of 1 element (out of 8) in the Phase I course and 8 elements (out of 39) in the Phase II course, exceeded standards. Training personnel and career field managers are to be commended for producing an STS and POIs that are well supported by the field. However, those POI performance coded elements that do not meet the standard 30 percent performing criteria should be reviewed for possible deletion from the courses.

5. **Job Satisfaction Analysis**: Overall, AFSC 4P0X1 respondents from both components appear satisfied with their jobs. When compared to other Medical AFSCs surveyed in 1996, AFSC 4P0X1 Active Duty members in the 1-48 months, 49-96 months, and 97+ months total active federal military service groups indicated about the same responses as those respondents in the comparative sample in job interest, perceived use of talents and training, sense of accomplishment, and reenlistment intentions.

6. **Implications**: Training documents for the AFSC are in good shape, but there are some elements in both POI courses that should be reviewed by Training personnel.

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OCCUPATIONAL SURVEY REPORT (OSR)
PHARMACY CAREER LADDER
(AFSC 4P0X1)

INTRODUCTION

This is a report of an occupational survey of the Pharmacy career ladder, conducted by the Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS). This survey will ensure current data for use in evaluating the effectiveness of training to ensure members are receiving training for the right type of equipment; to validate training requirements; and to verify changes within career ladder, technical training, and career development course materials. AFSC 4P0X1 personnel were last surveyed in May 1992.

According to the specialty descriptions in the *AFSC 4P0X1 Career Field Education & Training Plan*, Pharmacy Superintendents superintend administrative and technical pharmacy activities. Pharmacy Apprentice/Journeyman/Craftsman manage administrative and technical activities, and requisition, stock, compound, and dispense pharmaceuticals. They also safeguard controlled drugs and maintain and operate pharmacy information systems.

Initial 3-skill level training for AFSC 4P0X1 personnel is currently provided through two phases of training. The first is course J3AQR4P031-001, Pharmacy Apprentice (Phase I). This course is 12 weeks and 4 days in length and is taught at Sheppard AFB TX, and provides basic technical phases of pharmacy and the minimum essential knowledge and skills necessary for compounding and dispensing of drugs, chemicals, and biological products. Emphasis is placed on pharmaceutical math computations, computer information systems, outpatient dispensing, inpatient dispensing, intravenous admixture preparation, anatomy and physiology, and drug terminology. The second course, J5ABO4P031-000, Pharmacy Apprentice (Phase II) is 3 weeks in length and is taught at Lackland AFB TX. This course provides practical clinical training and experience in all aspects of pharmacy practice to include outpatient dispensing, inpatient dispensing, and medical logistics procedures. Upon completion of these courses, personnel are awarded the 3-skill level.

Entry into AFSC 4P0X1 requires an Armed Forces Vocational Aptitude Battery score of General 43 and the Strength and Stamina requirement of "H" (lifting weight of 60 lbs.).

SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory (JI), OSSN 2300, dated July 1997. A tentative task list was prepared after reviewing pertinent career ladder publications and directives and tasks from previous applicable OSRs. The preliminary task list was refined and validated through personal interviews with 13 subject-matter experts at the following locations:

BASE	REASON FOR VISIT
Sheppard AFB TX	Technical Training School (Phase I)
Randolph AFB TX	Clinic
Lackland AFB TX	Technical Training School (Phase II), Large Medical Facility

Others contacted included Air Force functional and resource managers, major command (MAJCOM) representatives, and the career field training manager. The resulting JI contained a comprehensive listing of 380 tasks grouped under 11 duty headings, with a background section requesting such information as job title, functional area, organizational level, component status, work schedule, computer systems used, equipment used, and forms used. Also requested was information on grade, time in present job, time in service, time in career field, and job satisfaction indicators.

Survey Administration

From July through September 1997, base training offices at operational bases worldwide and Air Force Reserve Component (AFRC) units, administered the inventory to all eligible DAFSC 4P0X1 personnel. Members eligible for the survey consisted of the total assigned 3-, 5-, 7-, and 9-/CEM skill level population, excluding the following: (1) hospitalized personnel; (2) personnel in transition for a permanent change of station; (3) personnel retiring within the time the inventories were administered to the field; and (4) personnel in their jobs less than 6 weeks. Participants were selected from a computer-generated mailing list obtained from personnel data tapes maintained by Air Force Personnel Center, Randolph AFB Texas.

Each individual who completed this computer disk inventory first completed an identification and biographical information section and then checked each task performed in his or her current job. After checking tasks performed, each individual rated the tasks checked on a 9-point scale showing relative time spent on that task, compared to other tasks performed. The ratings ranged from 1 (very small amount time spent) to 9 (very large amount time spent).

To determine relative time spent for each task, all of the incumbent's ratings are assumed to account for 100 percent of time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time spent on each task.

Survey Sample

Selection criteria were utilized to ensure the survey sample reflected an accurate representation across skill levels and paygrades. Table 1 reflects AFSC distribution in the survey sample by MAJCOM. Table 2 reflects the survey distribution by paygrade groups. As shown by both tables, the survey sample accurately reflects the overall populations of each career ladder.

TABLE 1

MAJCOM REPRESENTATION OF TOTAL SAMPLE

COMMAND	PERCENT OF ASSIGNED	PERCENT OF SAMPLE
AETC	24	29
AMC	16	17
ACC	16	17
AFMC	14	13
PACAF	5	5
USAFE	5	5
AFSPC	5	5
USAFA	2	2
AFSOC	1	1
AFRC	11	5
OTHER	1	1

TOTAL ASSIGNED	1,195
TOTAL ELIGIBLE	1,088
TOTAL IN SAMPLE	821
PERCENT OF ASSIGNED IN SAMPLE	69
PERCENT OF ELIGIBLE IN SAMPLE	76

* OTHER INCLUDES: 11 WG

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TABLE 2

ACTIVE DUTY
PAYGRADE DISTRIBUTION OF TOTAL SAMPLE

PAYGRADE	PERCENT OF ASSIGNED	PERCENT OF SAMPLE
E-1 E-4	54	55
E-5	24	25
E-6	11	11
E-7	9	7
E-8	1	1
E-9	*	*

* INDICATES LESS THAN 1%

TABLE 2 (CONTINUED)

AFRC
PAYGRADE DISTRIBUTION OF TOTAL SAMPLE

PAYGRADE	PERCENT OF ASSIGNED	PERCENT OF SAMPLE
E-1 E-4	22	17
E-5	39	52
E-6	22	25
E-7	13	6
E-8	4	0
E-9	0	0

Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, selected senior AFSC 4P0X1 personnel (generally E-6 or E-7 craftsmen) also completed a second computer disk for either training emphasis (TE) or task difficulty (TD). The TE and TD disks were processed separately from the JIs. This information is used in a number of analyses discussed in more detail within this report.

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Training Emphasis (TE). Training emphasis is defined as the degree of emphasis that should be placed on each task for structured training of first-enlistment personnel. Structured training is defined as resident technical schools, field training detachments, mobile training teams, formal on-the-job training (OJT), or any other organized training method. Forty-eight experienced AFSC 4P0X1 Active Duty, and AFRC Noncommissioned Officers rated the tasks in the inventory on a 9-point scale ranging from 1 (extremely low) to 9 (extremely high training emphasis). Overall agreement among these raters was extremely high. The average TE rating for AFSC 4P0X1 is 2.14, with a standard deviation of 1.63. Tasks with a TE rating of 3.77 or greater are considered important to train new AFSC 4P0X1 personnel to perform.

Task Difficulty (TD). Task difficulty is defined as the amount of time needed to learn to perform each task satisfactorily. Forty-one experienced AFSC 4P0X1 supervisors rated the difficulty of the tasks in the inventory using a 9-point scale ranging from 1 (extremely low difficulty) to 9 (extremely high difficulty). Interrater agreement among these respondents was extremely high. TD ratings are normally adjusted so tasks of average difficulty have a value of 5.00 and a standard deviation of 1.00. Any task with a difficulty of 6.00 or greater is considered to be difficult to learn.

When used in conjunction with the primary criterion of percent members performing, TD and TE ratings can provide insight into first-enlistment personnel training requirements. Such insights may suggest a need for lengthening or shortening portions of instruction supporting Air Force Specialty entry-level jobs.

CAREER LADDER STRUCTURE

The first step in the analysis process is to identify the structure of career ladders in terms of the jobs performed by the respondents. The Comprehensive Occupational Data Analysis Program (CODAP) assists by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on these tasks. The CODAP automated job clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time spent ratings, and combines them to form a composite job description. In successive stages, CODAP either adds new members to this initial group or forms new groups based on the similarity of tasks and time spent ratings.

The basic group used in the hierarchical clustering process is the *Job*. When two or more jobs have a substantial degree of similarity in tasks performed and time spent on tasks, they are grouped together and identified as a *Cluster*. The job structure resulting from this grouping process (the various jobs within the career ladder) can be used to evaluate the changes that have occurred in the AFSCs over the past 5 years. The above terminology will be used in the discussion of the AFSC 4P0X1 career ladder.

Overview of Specialty Jobs

Based on the analysis of tasks performed and the amount of time spent performing each task, two clusters, and four jobs were identified within the surveyed career ladder. Figure 1 illustrates the jobs performed by AFSC 4P0X1 personnel. AFRC members are not performing in all clusters and jobs. All basic duties revolve around the distribution of pharmaceuticals, either outpatient or inpatient, by personnel in the performance of their jobs. Within the Outpatient Cluster, there are separate jobs distinguished by the time spent performing specific tasks. These separate jobs, Outpatient Supply and Inventory Control, Outpatient Pharmacy NCOIC, and Medical Readiness are discussed in the cluster description. The Inpatient Cluster also contains separate jobs, Compounding and Inpatient Trainer, and they will be discussed in the cluster description.
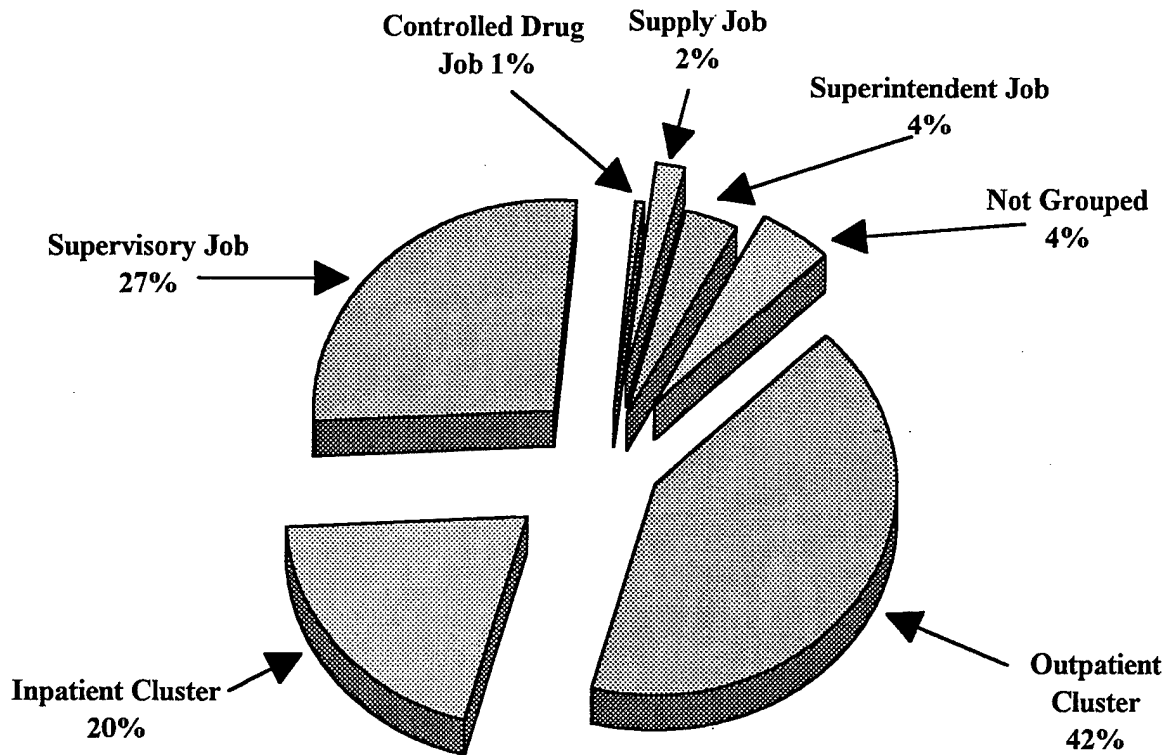
FIGURE 1
IDENTIFIED JOB STRUCTURE AND PERCENTAGES OF TOTAL SURVEY SAMPLE

A listing of the clusters and jobs is provided below. The stage (STG) number shown beside each title references computer-printed information; the letter "N" represents the number of personnel in each group.

I.   OUTPATIENT CLUSTER (STG029, N=342)

       A. Outpatient Supply and Inventory Control Job
       B. Outpatient Pharmacy NCOIC Job
       C. Medical Readiness Job

II.   INPATIENT CLUSTER (STG036, N=165)
       A. Compounding Job
       B. Inpatient Trainer Job

III.   SUPERVISORY JOB (STG037, N=222)

IV.   CONTROLLED DRUG JOB (STG059, N=5)

V.   SUPPLY JOB (STG052, N=17)

VI.   SUPERINTENDENT JOB (STG020, N=30)

The respondents forming these groups account for 96 percent of the survey sample. The remaining 4 percent were performing tasks which did not group with any of the other defined jobs.

Group Descriptions

The following paragraphs contain brief descriptions of the two clusters and four jobs identified through the career ladder structure analysis. Appendix A lists representative tasks performed by identified cluster and job groups. Tables 3 and 4 display time spent on duties by career ladder jobs for Active Duty and AFRC personnel respectively, while Table 5 provides Active Duty demographic information for each cluster and job discussed within this report. Table 6 provides this same demographic information for AFRC groups.

When describing Time In Present Job, Time In Career Field, and Total Active Federal Military Service (TAFMS) in the group descriptions below, data for AFRC personnel are not reflected due to the manner in which these personnel accrue their time (different from Active Duty personnel).

TABLE 3

AVERAGE PERCENT TIME SPENT ON DUTIES BY CAREER LADDER JOBS
(ACTIVE DUTY)

DUTIES	OUT-PATIENT CLUSTER (STG036)	IN-PATIENT CLUSTER (STG029)	SUPER-VISORY JOB (STG037)	CONTROLLED DRUG JOB (STG059)	SUPPLY JOB (STG052)	SUPERIN-TENDENT JOB (STG020)
A PERFORMING GENERAL PHARMACEUTICAL ACTIVITIES	20	15	10	12	8	3
B DISPENSING OUTPATIENT PRESCRIPTIONS AND REFILLS	39	16	12	11	11	8
C DISPENSING INPATIENT OR CLINIC MEDICATIONS	4	17	5	8	3	*
D PERFORMING SUPPLY AND INVENTORY CONTROL ACTIVITIES	12	10	16	38	54	3
E COMPOUNDING AND PREPACKAGING PHARMACEUTICAL PREPARATIONS	6	10	4	5	2	1
F PREPARING STERILE PRODUCTS	1	18	3	1	*	*
G PERFORMING INFORMATION SYSTEMS MANAGEMENT	4	3	9	12	5	7
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	10	7	28	12	11	57
I PERFORMING TRAINING ACTIVITIES	1	1	6	*	2	11
J PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	1	1	3	*	1	5
K PERFORMING MEDICAL READINESS ACTIVITIES	2	2	4	*	2	4

* Indicates less than 1 percent

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TABLE 4

AVERAGE PERCENT TIME SPENT ON DUTIES BY CAREER LADDER JOBS
(AFRC)

DUTIES	OUT-PATIENT CLUSTER (STG036)	IN-PATIENT CLUSTER (STG029)	SUPER-VISORY JOB (STG037)	SUPERIN-TENDENT JOB (STG020)
A PERFORMING GENERAL PHARMACEUTICAL ACTIVITIES	11	13	9	4
B DISPENSING OUTPATIENT PRESCRIPTIONS AND REFILLS	45	22	10	7
C DISPENSING INPATIENT OR CLINIC MEDICATIONS	4	10	7	2
D PERFORMING SUPPLY AND INVENTORY CONTROL ACTIVITIES	2	4	13	3
E COMPOUNDING AND PREPACKAGING PHARMACEUTICAL PREPARATIONS	1	7	6	2
F PREPARING STERILE PRODUCTS	5	19	5	2
G PERFORMING INFORMATION SYSTEMS MANAGEMENT	*	1	3	1
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	8	8	28	55
I PERFORMING TRAINING ACTIVITIES	2	8	10	18
J PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	1	1	3	1
K PERFORMING MEDICAL READINESS ACTIVITIES	20	7	6	5

* Indicates less than 1 percent

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TABLE 5

SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS
(ACTIVE DUTY)

	OUT-PATIENT CLUSTER (STG029)	IN-PATIENT JOB (STG036)	SUPER-VISORY JOB (STG037)	CONTROLLED DRUG JOB (STG059)	SUPPLY JOB (STG052)	SUPER-INTENDENT JOB (STG020)
TOTAL NUMBER IN GROUP	335	153	211	5	17	25
DAFSC DISTRIBUTION						
4P131	48%	41%	6%	20%	35%	0
4P151	45%	56%	46%	40%	59%	16%
4P171	7%	3%	45%	40%	6%	52%
4P190	0%	0%	3%	0%	0%	12%
4P000	0%	0%	0%	0%	0%	20%
PAYGRADE DISTRIBUTION						
E-1 to E-4	74%	77%	16%	40%	59%	0%
E-5	20%	20%	36%	40%	29%	16%
E-6	4%	2%	27%	0%	12%	12%
E-7	2%	1%	18%	20%	0%	40%
E-8	0%	0%	3%	0%	0%	16%
E-9	0%	0%	0%	0%	0%	16%
AVERAGE NUMBER OF TASKS PERFORMED	48	82	161	55	62	87
AVERAGE MONTHS TAFMS	70	64	157	113	83	227
PERCENT IN FIRST ENLISTMENT	53	520	70	20	24%	0

TABLE 6

SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS
(AFRC)

	OUTPATIENT CLUSTER (STG029)	INPATIENT JOB (STG036)	SUPERVISORY JOB (STG037)	SUPERINTENDENT JOB (STG020)
TOTAL NUMBER IN GROUP	7	12	11	5
DAFSC DISTRIBUTION				
4P151	100%	75%	55%	40%
4P171	0%	25%	45%	60%
PAYGRADE DISTRIBUTION				
E-1 to E-4	29%	33%	0%	0%
E-5	57%	42%	64%	40%
E-6	14%	17%	27%	40%
E-7	0%	8%	9%	20%
E-8	0%	0%	0%	0%
E-9	0%	0%	0%	0%
AVERAGE NUMBER OF TASKS PERFORMED	36	57	168	66

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Another way to illustrate these jobs is to summarize tasks performed into groups of tasks (task modules) (TMs). This allows for a very concise display of where job incumbents spend most of their time and develops a comprehensive overview of each job. Each job/cluster description contains a display of related TMs. This display shows the number of tasks included in a module, the average percent time spent on that module, and an average percent of members performing the particular TM. These modules were identified through CODAP coperformance clustering, which calculates the probability that members who perform one task will also perform a second task or group of related tasks. Representative TMs are listed as part of the job description. A complete list of TMs is presented in Appendix B.

I. OUTPATIENT CLUSTER (STG029). The 342 members of the Outpatient Cluster represent the largest group (42 percent) in the survey sample. Although they indicate spending 42 percent of their time performing tasks related to dispensing outpatient prescriptions and refills, they represent a cross section of the Pharmacy career ladder. Three jobs were identified in this cluster, Outpatient Supply and Inventory Control, Outpatient Pharmacy NCOIC, and Medical Readiness. These jobs will be discussed in detail below. Active Duty members of this cluster perform an average of 48 tasks, while their AFRC counterparts perform an average of 36 tasks. The lower number of tasks being performed by AFRC personnel reflects the small amount of time they spend augmenting clinics and hospitals during their Unit Training Activity (UTA) weekends.

OUTPATIENT CLUSTER		
	AD	AFRC
Number of members	335	7
Average number of tasks performed	48	36
Average time in present job	3.5 yrs	N/A.
Average time in career field	5.1 yrs	N/A
Average TAFMS	5.8 yrs	N/A
Predominant paygrades	E-4	E-5

Representative tasks for this job include:

- compare medications with labels and prescriptions
- check expiration dates on pharmaceuticals
- affix main or auxiliary labels to outpatient prescription containers
- dispense pharmaceutical preparations to patients
- fill out patient prescription containers with medication
- restock automated dispensing systems
- receive and verify outpatient prescriptions
- file outpatient prescriptions

Representative TMs of this job include:

TM	Module Title	No. of Tasks	Percent Time Spent	Percent Members Performing
0001	Outpatient Functions	16	47	85
0002	Medication Orders	3	4	45
0007	Supply Functions	41	12	18

These data show the emphasis of this job is focused on outpatient functions. Eighty-five percent of the members of the Outpatient Cluster are spending 47 percent of their time performing tasks in the outpatient functions TM. Smaller percentages of time are being spent on tasks within TMs pertaining to medication orders and supply functions.

Active Duty respondents holding this job have an average paygrade of E-4. They also average just under 6 years TAFMS. Component status indicates 97 percent of the members of the Outpatient Cluster are on Active Duty and 3 percent belong to AFRC. Forty-eight percent (162) of the members in this group indicate having a 4P031 DAFSC and another 45 percent (150) hold the 4P051 DAFSC. The remaining 7 percent (23) indicate holding DAFSC 4P071.

As noted above, this cluster contains three jobs: Outpatient Supply and Inventory Control; Outpatient Pharmacy NCO; and Medical Readiness. Although most of the members of the Outpatient Cluster indicated they perform tasks pertaining to dispensing outpatient prescriptions and refills, these jobs warrant discussion on their own. A description of each of the three jobs follows.

A. Outpatient Supply and Inventory Control Job (STG092). The 58 members of this job spend 26 percent of their time performing tasks pertaining to dispensing outpatient prescriptions and refills, and in addition, they spend an almost equal amount of time (23 percent) on tasks that deal with supply and inventory control procedures. Fifty-seven members of this group are Active Duty and the remaining 1 belongs to AFRC. The personnel in this job reflect the DAFSCs of the Outpatient Cluster as 53 percent hold DAFSC 4P051 and 47 percent indicate being DAFSC 4P031. They perform an average of 80 tasks.

Representative tasks performed by members of this job are:

- restock automated dispensing systems
- rotate drug stocks to ensure freshness and potency
- advise medical staff on drug stock status

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- identify and report equipment or supply problems
- identify drugs using National Drug Codes (NDCs)
- adjust stock levels
- compare clinic stock orders against approved stock lists

B. <u>Outpatient Pharmacy NCOIC Job (STG083)</u>. While indicating they spend 32 percent of their time on tasks pertaining to dispensing outpatient prescriptions and refills, the 62 members of this job also spend 27 percent of their time performing tasks related to management and supervisory activities. The personnel in this job group are first line supervisors who are mainly Pharmacy NCOICs, but are also performing technical tasks. Seventy-one percent (43) of these incumbents indicate they hold DAFSC 4P051, while 27 percent (17) hold DAFSC 4P071. Component status for this job is 61 Active Duty members and 1 AFRC member. They perform an average of 59 tasks.

Representative tasks for Outpatient Pharmacy NCOIC Job members include:

- supervise military personnel
- counsel subordinates concerning personal matters
- write performance reports or supervisors appraisals
- assign personnel to work areas or duty positions
- conduct OJT
- inspect personnel for compliance with military standards
- conduct supervisory performance feedback sessions

C. <u>Medical Readiness Job (STG079)</u>. The majority of Medical AFSCs are trained to perform medical readiness functions and the personnel in the Medical Readiness Job identified in this cluster is no exception. The 9 members of this job indicate spending 28 percent of their time performing tasks related to medical readiness activities. Sixty-seven percent of the incumbents in this job are Active Duty and the remaining 33 percent belong to AFRC. With an average paygrade of E-4, Medical Readiness Job personnel average performing 68 tasks.

- load or unload patients on patient transport vehicles
- perform patient carries using litter-method
- transfer litter patients
- perform patient carries using hand-method
- assemble tents, other than surgical tents
- participate in chemical warfare confidence exercises

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II. INPATIENT CLUSTER (STG036). Unlike their counterparts in the Outpatient Cluster, the 165 members of the Inpatient Cluster spend the majority of their time (34 percent in Duties F and L) performing tasks pertaining to inpatient activities. Two jobs were identified in this cluster: Compounding and Inpatient Trainer; they will be discussed below. Members of the Inpatient Cluster perform an average of 81 tasks. Active Duty members account for 97 percent of the makeup in this cluster, while AFRC personnel are in the remaining 3 percent. Also, 77 percent of the Active Duty personnel in this cluster indicate being assigned to medical centers or hospitals where wards and clinics are prevalent. Fifty percent of AFRC personnel also indicate being assigned to the same types of medical facilities.

INPATIENT CLUSTER		
	AD	AFRC
Number of members	153	12
Average number of tasks performed	82	57
Average time in present job	4.3 yrs	N/A
Average time in career field	5.4 yrs	N/A
Average TAFMS	5.9 yrs	N/A
Predominant paygrade	E-4	E-5

Representative tasks for this cluster include:

- prepare piggyback solutions
- dispense pharmaceutical preparations to patients
- generate labels for inpatient medications
- deliver sterile products to wards or clinics
- reconstitute injectables
- prepare main or auxiliary labels for IV or TPN products
- fill unit dose carts
- generate inpatient reports, such as cart lists or unit dose lists
- maintain inpatient medication profiles

Representative TMs of this cluster include:

TM	Module Title	No. of Tasks	Percent Time Spent	Percent Members Performing
0001	Outpatient Functions	16	21	84
0002	Medication Orders	3	4	81
0004	Inpatient Functions	27	28	74
0006	Solutions/Dilution Function	6	4	46

As shown by the above data, members in the Inpatient Cluster spend most of their job time performing tasks in the modules that depict inpatient activities. Those tasks performed in TM 0001, Outpatient Functions, are general to all the clusters and jobs found in the Career Ladder Structure analysis. These tasks include comparing medications with labels and prescription and medical orders, checking expiration dates on pharmaceuticals, and cleaning pharmacy equipment or glassware.

Active Duty incumbents have a predominant paygrade of E-4 and average just over 5 years time in the career field and just over 6 years TAFMS. AFRC members have an average paygrade of E-5.

This cluster contains two jobs. The first, the Compounding Job, contains 17 members who spend 25 percent of their time compounding and prepackaging pharmaceutical preparations. Tasks include compounding creams, solutions, suspensions, and ointments. All members of this job indicate being on Active Duty and have a predominant paygrade of E-4. Incumbents average 3 years time in the career field and just over 3 years TAFMS, thus making them the junior job in the Career Ladder Structure.

The second job is the Inpatient Trainer Job. The majority of members (5 out of 7) in this job indicate belonging to AFRC. Job incumbents indicate they spend 19 percent of their time performing tasks that pertain to training activities. Members of this job perform an average of 72 tasks. Examples of tasks performed include: maintaining training records or files, conducting OJT, evaluating progress of trainers, and conducting pharmacy in-service training for pharmacy personnel. This reflects the job performed by these individuals on a UTA weekend.

III. SUPERVISORY JOB (STG037). The majority of members (211 out of 222) comprising this job are Active Duty. This job is distinguished from the Outpatient NCOIC Job by the percent time spent performing tasks related to dispensing outpatient prescriptions and refills (32 percent for Outpatient NCOIC Job versus 12 percent for Supervisory Job). The supervisors in this job are a lot less technically involved than are their counterparts in the Outpatient NCOIC Job. In addition to the time spent on management and supervisory functions (28 percent), members of the Supervisory Job are also spending 16 percent of their time on tasks pertaining to supply and inventory control activities.

SUPERVISORY JOB		
	AD	AFRC
Number of members	211	11
Average number of tasks performed	161	168
Average time in present job	5.7 yrs	N/A
Average time in career field	10 yrs	N/A
Average TAMS	13 yrs	N/A
Predominant paygrade	E-6	E-5

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Representative tasks for this job include:

- participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting
- implement contingency procedures during system malfunctions or failures
- evaluate personnel for compliance with performance standards
- write recommendations for awards or decorations
- interpret policies, directives, or procedures for subordinates
- evaluate work schedules
- evaluate personnel for promotion, demotion, reclassification, or special awards
- conduct general meetings, such as staff meetings, briefings, conferences, or workshops
- evaluate personnel to determine training needs

Representative TMs for this job include:

TM	Module Title	No. of Tasks	Percent Time Spent	Percent Members Performing
0009	NCOIC Functions	18	10	72
0010	Supply Functions	41	16	62

These data show the emphasis of this job toward tasks that involve supervisory and supply activities.

The Active Duty respondents in the Supervisory Job have a predominant paygrade of E-6 and average 10 years TAFMS, while AFRC members have a paygrade of E-5. Eighty-two percent of these members indicate they supervise one or more subordinates.

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IV. CONTROLLED DRUG JOB (STG059). The 5 members of this job represent the smallest group (less than 1 percent) of the total survey sample. They spend most of their time (38 percent) performing tasks related to supply and inventory control activities. All 5 members are Active Duty and 100 percent indicate they store controlled drugs, inventory controlled drugs manually, and maintain automated controlled drug inventories.

Representative tasks for this job include:

CONTROLLED DRUG JOB		
	AD	AFRC
Number of members	5	0
Average number of tasks performed	55	0
Average time in present job	3.1 yrs	N/A
Average time in career field	9.4 yrs	N/A
Average TAFMS	10 yrs	N/A
Predominant paygrade	E-5	N/A

- store controlled drugs
- inventory controlled drugs manually
- maintain automated controlled drug inventories
- direct inventory of controlled drugs
- dispense bulk orders for controlled drugs
- receive controlled drugs
- direct bulk issues of controlled drugs to wards, clinics, agencies or satellites
- maintain prescription files for controlled drugs

Representative TMs for this cluster include:

TM	Module Title	No. of Tasks	Percent Time Spent	Percent Members Performing
0001	Outpatient Functions	16	17	74
0007	Supply Functions	41	42	46

The tasks performed by the Controlled Drug Job can be found in the Outpatient and Supply Functions TMs. A separate TM for controlled drugs was not evident in the TM clustering program.

Forty percent of the incumbents in the Controlled Drug Job hold DAFSC 4P051 and another 40 percent indicate holding DAFSC 4P071. The remaining 20 percent of members hold DAFSC 4P031. Incumbents have a predominant paygrade of E-5 and average 10 years TAFMS.

V. <u>SUPPLY JOB (STG052)</u>. The 17 members of the Supply Job spend almost half (47 percent) of their time on tasks related to supply and inventory control activities. Unlike most of the other clusters and jobs identified in the career ladder structure analysis, they indicate spending very little job time (11 percent) on dispensing outpatient prescriptions and refills. Not only are they ordering replacement drugs, but they are taking care of equipment and other supply related matters. All 17 members are on Active Duty and have a predominant paygrade of E-4. They average just over 6 years in the career field and 7 years TAFMS.

SUPPLY JOB		
	AD	**AFRC**
Number of members	17	0
Average number of tasks performed	62	0
Average time in present job	3.7 yrs	N/A
Average time in career field	6.3 yrs	N/A
Average TAFMS	7 yrs	N/A
Predominant paygrade	E-4	N/A

Representative tasks performed by members of this job are:

- review back order reports
- coordinate supply-related matters with appropriate agencies
- inspect incoming supplies or equipment for identity, quantity, quality, or damage
- identify and report equipment and supply problems
- initiate requisitions for drug supplies
- review high-cost drug lists
- initiate requisitions for equipment, tools, parts, or supplies, other than drug supplies
- prepare requests for issue or turn in of supplies or equipment
- analyze stock status reports

Representative TMs of this job include:

TM	Module Title	No. of Tasks	Percent Time Spent	Percent Members Performing
0007	Supply Functions	41	49	60
0001	Outpatient Functions	16	17	63

Members of the Supply Job perform tasks in TMs that relate to supply and outpatient functions. Data indicates that the majority of these incumbents' job time is spent on providing their units with supply support.

VI. SUPERINTENDENT JOB (STG020). Members of the Superintendent Job are the senior group in the survey sample. They have an average of 15 years in the career field and almost 18 years TAFMS. In addition, incumbents indicate spending 57 percent of their time on management and supervisory activities. Component makeup for this job includes 25 Active Duty and 5 AFRC members.

SUPERINTENDENT JOB		
	AD	AFRC
Number of members	25	5
Average number of tasks performed	86	65
Average time in present job	4.3 yrs	N/A
Average time in career field	15 yrs	N/A
Average TAFMS	17.6 yrs	N/A
Predominant paygrade	E-7	E-6

Representative tasks performed by members of this job include:

- evaluate job or position descriptions
- indorse performance reports or supervisory appraisals
- direct training functions
- write job or position descriptions
- establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)
- review drafts of policy directives, manuals, or instructions
- determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace
- establish performance standards for subordinates

Representative TMs of this job include:

TM	Module Title	No. of Tasks	Percent Time Spent	Percent Members Performing
0009	NCOIC Functions	18	24	78
0011	Superintendent Functions	6	6	68
0010	Training (OJT)	16	6	58

TM data clearly indicates that members of the Superintendent Job are performing in modules that pertain to Supervisory and Training functions.

Active Duty Incumbents in this job have an average paygrade of E-7 and their AFRC counterparts an average paygrade of E-6. Thirteen personnel in the Superintendent Job have a 4P071 DAFSC while five others hold DAFSC 4P000. The remaining members hold DAFSCs of 4P051 (four) and 4P091 (three).

Comparison of Current Group Descriptions to Previous Study

The results of the specialty job analysis were compared to the previous OSR, AFSC 4P0X1, dated June 1994. The previous survey identified two clusters and five jobs, and the current 4P0X1 survey identified two clusters and four jobs (see Table 7). With the exception of the Controlled Drug Job identified in the current survey, and the Information Management and Technical Training jobs identified in the previous survey, the Pharmacy Career Ladder structure has remained stable. The Controlled Drug Job tasks have always been a part of the Pharmacy activities and were identified in the Outpatient Dispensing Cluster in the previous study. The Information Systems Management Job in the previous survey did not group in the current survey. This could be a factor of increased computer modernization in the past 4 years for the Pharmacy career ladder. And due to the recent reduction in force that the Air Force has experienced, plus the creation of the Phase I and II courses (instructors at both Sheppard AFB TX and Wilford Hall Medical Center), the Technical Training Job in the previous survey did not group in this survey.

Summary

In summary, structure analysis identified two clusters and four jobs, Outpatient Cluster, Inpatient Cluster, Controlled Drug Job, Supervisory Job, Supply Job, and Superintendent Job. Analysis reveals the Pharmacy career ladder to be very homogenous, with the core clusters and jobs being centered around the dispensing and refilling of pharmaceutical prescriptions.

SKILL AND EXPERIENCE ANALYSIS

Analysis of DAFSC Groups

An analysis of DAFSC groups, in conjunction with the analysis of the career ladder structure, is an important part of each occupational survey. DAFSC analysis examines differences in tasks performed between skill levels. This information may then be used to evaluate how well career ladder documents, such as AFMAN 36-2108 *Specialty Descriptions*, reflect what career ladder personnel are actually doing in the field.

TABLE 7

SPECIALTY JOB COMPARISONS BETWEEN CURRENT AND 1994 SURVEY

CURRENT SURVEY (N-821)	PERCENT OF SAMPLE	1994 SURVEY (N=700)	PERCENT OF SAMPLE
OUTPATIENT CLUSTER (N=342)	42	OUTPATIENT DISPENSING CLUSTER (N=220)	31
INPATIENT CLUSTER (N=165)	20	INPATIENT DISPENSING CLUSTER (N=180)	26
CONTROLLED DRUG JOB (N=5)	1	-	
SUPERVISORY JOB (N=222)	27	PHARMACY SUPERVISORS (N=215)	31
SUPPLY JOB (N=17)	2	SUPPLY NCOIC JOB (N=11)	2
SUPERINTENDENT JOB (N=30)	4	PHARMACY SUPERINTENDENT (N=6)	*
	-	INFORMATION SYSTEMS MANAGEMENT (N=8)	1
	-	TECHNICAL TRAINING JOB (N=7)	1

- Indicates no match in report
* Indicates less than 1 percent

ACTIVE DUTY

AFSC 4P0X1

The distribution of AFSC 4P0X1 skill-level groups across career ladder clusters and jobs is displayed in Table 8. As can be seen, high numbers of DAFSC 4P031 and 4P051 members are in the core cluster of the career ladder, the Outpatient Cluster. As personnel progress through the career ladder, they do begin to move into traditional management and supervisory roles, as indicated by the 93 7-skill level personnel found in the Supervisory Job. Career ladder progression is typical in this AFSC.

Table 9 offers a different perspective by displaying the relative percent time spent on each duty across skill-level groups. As expected, 3- and 5-skill level personnel have little to do with management and supervisory activities (Duty H), but as seen in Table 9, members of 3- and 5-skill levels spend the majority of their time in duties A, B and D. These duties represent the essence of jobs being performed by members of the Pharmacy AFSC. Thirty-five percent of 7-skill level members' time is being spent performing supervisory functions. Nine-skill level and CEM personnel also spend the majority of their job time in management and supervisory duty H. Specific skill-level group discussions are presented below.

Descriptions and Comparisons of Skill-Level Groups

DAFSC 4P031. Three-skill level members perform an average of 53 tasks and average just over 2 years (27 months) in the specialty. Most (58 percent) hold the grade of A1C. Table 8 shows that 162 of the 240 members in this group work in the Outpatient Cluster. Sixty-six percent of their job time is spent performing tasks that pertain to dispensing outpatient prescriptions and refills, performing general pharmaceutical activities, and performing supply and inventory control activities. The remainder of their time is spread over the remaining duties (see Table 9). Table 10 lists representative tasks these members perform. Examples of these tasks include: checking expiration dates on pharmaceuticals, cleaning pharmacy equipment or glassware, comparing medications with labels and prescriptions, filling outpatient prescription containers with medications, and affixing main or auxiliary labels to outpatient prescription containers. The above tasks, and others found in Table 10 performed by 3-skill level personnel are typical of those that would be performed by Pharmacy personnel at hospitals and clinics around the Air Force.

DAFSC 4P051. Five-skill level members comprise the largest group in this career ladder. The 367 members of this group perform an average of 89 tasks and average over 7 years (92 months) in the career ladder. Forty-eight percent of these members are SSgts, with another 46 percent being SrA or Sgts. As with 3-skill level members, the biggest group of 5-skill level airmen (150) are members of the Outpatient Cluster (see Table 8). Another 98 members indicate they are performing in the Supervisory Job, with the majority being shift leaders or NCOICs of satellite

TABLE 8

DISTRIBUTION OF AFSC 4P0X1 ACTIVE DUTY SKILL-LEVEL
MEMBERS ACROSS CAREER LADDER JOBS

JOB	4P031 (N=250)	4P051 (N=367)	4P071 (N=140)	4P091 (N=10)	4P000 (N=6)
OUTPATIENT CLUSTER	162	150	23	0	0
INPATIENT CLUSTER	63	85	5	0	0
SUPERVISORY JOB	12	98	93	7	0
CONTROLLED DRUG JOB	1	2	2	0	0
SUPPLY JOB	6	10	1	0	0
SUPERINTENDENT JOB	0	4	13	3	5
NOT GROUPED	6	18	3	0	1

TABLE 9

TIME SPENT ON DUTIES BY MEMBERS OF AFSC 4P0X1 ACTIVE DUTY
SKILL-LEVEL GROUPS
(RELATIVE PERCENT OF JOB TIME)

DUTIES	DAFSC 4P031 (N=250)	DAFSC 4P051 (N=367)	DAFSC 45071 (N=140)	DAFSC 4P091 (N=10)	DAFSC 4P000 (N=6)
A PERFORMING GENERAL PHARMACEUTICAL ACTIVITIES	20	15	9	5	2
B DISPENSING OUTPATIENT PRESCRIPTIONS AND REFILLS	33	24	13	8	7
C DISPENSING INPATIENT OR CLINIC MEDICATIONS	7	8	4	1	1
D PERFORMING SUPPLY AND INVENTORY CONTROL ACTIVITIES	13	15	13	6	3
E COMPOUNDING AND PREPACKAGING PHARMACEUTICAL PREPARATIONS	9	6	3	1	*
F PREPARING STERILE PRODUCTS	5	6	2	*	*
G PERFORMING INFORMATION SYSTEMS MANAGEMENT	4	5	8	11	10
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	5	14	35	54	60
I PERFORMING TRAINING ACTIVITIES	*	4	7	6	5
J PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	1	1	3	6	5
K PERFORMING MEDICAL READINESS ACTIVITIES	2	2	3	2	6

* Indicates less than 1 percent

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TABLE 10

REPRESENTATIVE TASKS PERFORMED BY
DAFSC 4P031 ACTIVE DUTY PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=250)
A1	Check expiration dates on pharmaceuticals	97
A2	Clean pharmacy equipment or glassware	94
B27	Compare medications with labels and prescriptions	87
B26	Affix main or auxiliary labels to outpatient prescription containers	86
B33	Fill outpatient prescription containers with medication	84
B29	Dispense pharmaceutical preparations to patients	83
B41	Restock automated dispensing systems	83
A7	Consult with professional staff to correct prescription or medication order inaccuracies	83
B32	File outpatient prescriptions	82
A6	Consult with professional staff to correct drug interactions, incompatibilities, or allergies	82
B28	Counsel patients or professional staff on dosage, usage, or storage of pharmaceutical preparations	81
A3	Clean pharmacy facilities	78
B40	Receive and verify outpatient prescriptions	78
B35	Generate labels for outpatient prescription containers	72
B31	Evaluate outpatient prescriptions for completeness and accuracy	72
D100	Rotate drug stocks to ensure freshness and potency	70
E107	Affix main or auxiliary labels to compounded or prepackaged pharmaceutical preparations	60
C47	Compare medications with labels and medication orders	58
B42	Transcribe automated refills from call-ins	57
A23	Screen medication orders for drug interactions, incompatibilities, or allergies	55
A4	Conduct pharmacy opening or closing security procedures	54
G174	Perform e-mail communications	50
E118	Compound suspensions	50
A22	Screen medical orders for inaccuracies or errors	50

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pharmacies. DAFSC 4P051 members, while indicating they spend 39 percent of their time on task performance in outpatient and general pharmaceutical activities (Duties A and B), also spend time (15 percent) performing supply and inventory control activities and another 14 percent on supervisory tasks (see Table 9). Representative tasks for these incumbents are listed in Table 11. A 3- to 5-skill level comparison was accomplished and the tasks that separate these two groups are supervisory in nature. For example, Table 12 shows that while 50 percent of DAFSC 4P051 members are supervising military personnel, only 2 percent of DAFSC 4P031 members are performing the same task.

DAFSC 4P071. Seven-skill level personnel perform an average of 139 tasks (the second largest number performed by any skill level group) and average over 12 years in the career ladder. The 140 members of this group have grades of SSgt (12 percent), TSgt (48 percent), MSgt (38 percent), and SMSgt (2 percent). Unlike the 3- and 5-skill level groups, 35 percent of 7-skill level time is spent on tasks pertaining to Duty H, management and supervisory activities (see Table 9). As Table 13 indicates, 7-skill level personnel are performing some technical tasks, along with those in the management and supervisory area. Career ladder progression is evident as the majority of their time is being spent performing supervisory tasks (see Table 9).

Table 14 shows tasks which best distinguish between 5- and 7-skill level members. A higher percentage of 7-skill level members perform those typical supervisory tasks, reflecting the first-line supervisory role of these more senior personnel. Examples of tasks with the greatest difference in members performing include: direct administrative functions, write performance reports or supervisory appraisals, write recommendations for awards or decorations, and develop or establish work schedules.

DAFSC 4P091. The 9 members in the 9-skill level sample survey perform an average of 141 tasks (the largest performed by any skill-level group) and average over 14 years in the career ladder. Forty percent of these members have a grade of MSgt, while 60 percent are SMSgts. Reflecting a much higher level of supervision (see Table 8), the 10 members in the 9-skill level group are either in the Supervisory Job (7) or the Superintendent Job (3). Table 15 displays representative tasks performed by members of this group.

As Table 9 shows, members of the DAFSC 4P091 group are clearly the upper level supervisors of the career ladder, along with their CEM counterparts. Fifty-four percent of their job time is spent performing tasks in Duty H. Because they perform almost purely supervisory tasks, they differ from their 7-skill level counterparts by the percentage that perform technical tasks (see Table 16).

DAFSC 4P100. Performing an average of 112 tasks, the 6 DAFSC 4P000 members average almost 19 years in the career ladder. As expected, four have a grade of CMSgt, while one of the remaining two individuals has a grade of SMSgt, and the other is a MSgt. Table 8 indicates that five of the six DAFSC 4P100 members are in the Superintendent Job while the remaining member

TABLE 11

REPRESENTATIVE TASKS PERFORMED BY
DAFSC 4P051 ACTIVE DUTY PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=367)
B27	Compare medications with labels and prescriptions	94
A1	Check expiration dates on pharmaceuticals	93
B29	Dispense pharmaceutical preparations to patients	91
B26	Affix main or auxiliary labels to outpatient prescription containers	90
B28	Counsel patients or professional staff on dosage, usage, or storage of pharmaceutical preparations	90
B33	Fill outpatient prescription containers with medication	90
A2	Clean pharmacy equipment or glassware	87
A7	Consult with professional staff to correct prescription or medication order inaccuracies	87
A6	Consult with professional staff to correct drug interactions, incompatibilities, or allergies	86
B41	Restock automated dispensing systems	83
B40	Receive and verify outpatient prescriptions	83
B32	File outpatient prescriptions	82
B31	Evaluate outpatient prescriptions for completeness and accuracy	80
A3	Clean pharmacy facilities	80
B35	Generate labels for outpatient prescription containers	79
A4	Conduct pharmacy opening or closing security procedures	78
D100	Rotate drug stocks to ensure freshness and potency	75
C47	Compare medications with labels and medication orders	66
E107	Affix main or auxiliary labels to compounded or prepackaged pharmaceutical preparations	65
A23	Screen medication orders for drug interactions, incompatibilities, or allergies	63
G174	Perform e-mail communications	60
H259	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	60
D63	Advise medical staff on drug stock status	58

TABLE 12

TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC 4P031 AND DAFSC 4P051 ACTIVE DUTY PERSONNEL

TASKS		DAFSC 4P031 (N=250)	DAFSC 4P051 (N=367)	DIFFERENCE
H274	Supervise military personnel	2	50	-48
H199	Counsel subordinates concerning personal matters	4	49	-45
H195	Conduct supervisory performance feedback sessions	1	43	-42
I286	Conduct OJT	3	41	-38
H248	Inspect personnel for compliance with military standards	4	39	-35
H187	Assign personnel to work areas or duty positions	3	38	-35
H277	Write performance reports or supervisory appraisals	1	34	-33
D101	Separate bulk pharmaceuticals or items requiring special handling for storage	21	42	-21
H240	Evaluate work schedules	3	24	-21
D105	Store items requiring special handling, such as biologicals, investigational drugs, or flammable items	18	39	-21
D87	Maintain automated controlled drug inventories	11	32	-21
C46	Compare clinic stock orders against approved stock drug lists	31	52	-21
I281	Administer or score tests	1	22	-20
H185	Advise personnel other than medical staff on drug information	35	56	-20

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TABLE 13

REPRESENTATIVE TASKS PERFORMED
BY DAFSC 4P071 ACTIVE DUTY PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=140)
B27	Compare medications with labels and prescriptions	96
B26	Affix main or auxiliary labels to outpatient prescription containers	95
B29	Dispense pharmaceutical preparations to patients	94
B28	Counsel patients or professional staff on dosage, usage, or storage of pharmaceutical preparations	94
A7	Consult with professional staff to correct prescription or medication order inaccuracies	94
H274	Supervise military personnel	93
B31	Evaluate outpatient prescriptions for completeness and accuracy	91
A6	Consult with professional staff to correct drug interactions, incompatibilities, or allergies	91
H199	Counsel subordinates concerning personal matters	89
B40	Receive and verify outpatient prescriptions	89
B33	Fill outpatient prescription containers with medication	88
H277	Write performance reports or supervisory appraisals	86
H259	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	85
H187	Assign personnel to work areas or duty positions	85
H195	Conduct supervisory performance feedback sessions	83
H279	Write recommendations for awards or decorations	83
B41	Restock automated dispensing systems	81
A4	Conduct pharmacy opening or closing security procedures	81
H248	Inspect personnel for compliance with military standards	80
A10	Implement contingency procedures during system malfunctions or failures	76

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TABLE 14

TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC 4P051
AND DAFSC 4P071 ACTIVE DUTY PERSONNEL

TASKS		DAFSC 4P051 (N=367)	DAFSC 4P071 (N=140)	DIFFERENCE
H211	Direct administrative functions	11	65	-54
H277	Write performance reports or supervisory appraisals	34	86	-52
H279	Write recommendations for awards or decorations	31	83	-52
H210	Develop or establish work schedules	25	75	-50
H197	Conduct supervisory orientations for newly assigned personnel	26	75	-49
H203	Determine or establish work assignments	22	71	-49
D65	Analyze stock status reports	22	43	-21
D78	Implement instructions contained in AFMMLs	14	35	-21
H215	Direct inventory of controlled drugs	29	49	-21
I293	Develop training materials or aids	13	33	-20
D95	Receive controlled drugs	50	70	-20
D84	Inventory equipment, tools, parts, or supplies, other than drug supplies	19	39	-20
D80	Initiate requisitions for drug supplies	31	51	-20

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TABLE 15

REPRESENTATIVE TASKS PERFORMED
BY DAFSC 4P091 ACTIVE DUTY PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=10)
H274	Supervise military personnel	100
H279	Write recommendations for awards or decorations	100
H237	Evaluate personnel for compliance with performance standards	100
H199	Counsel subordinates concerning personal matters	100
H248	Inspect personnel for compliance with military standards	100
H238	Evaluate personnel for promotion, demotion, reclassification, or special awards	100
H277	Write performance reports or supervisory appraisals	100
H187	Assign personnel to work areas or duty positions	100
H240	Evaluate work schedules	100
H195	Conduct supervisory performance feedback sessions	100
H203	Determine or establish work assignments	100
H269	Review drafts of policy directives, manuals, or instructions	100
H276	Write job or position descriptions	100
A10	Implement contingency procedures during system malfunctions or failures	100
H259	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	90
G174	Perform e-mail communications	90
H190	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	90
H272	Schedule work assignments or priorities	90
J321	Maintain administrative files	90
H244	Indorse performance reports or supervisory appraisals	90
H220	Draft agenda for general meetings, such as staff meetings, briefings, conferences, or workshops	90
H249	Interpret policies, directives, or procedures for subordinates	90
H204	Develop organizational or functional charts	90

TABLE 16

TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC 4P071 AND DAFSC 4P091 ACTIVE DUTY MEMBERS

TASKS		DAFSC 4P071 (N=140)	DAFSC 4P091 (N=10)	DIFFERENCE
D100	Rotate drug stocks to ensure freshness and potency	64	10	54
D62	Adjust stock levels	55	10	45
D102	Store bulk pharmaceuticals	53	10	43
D70	Destroy unserviceable noncontrolled drugs	41	*	41
A18	Research compatibilities for compounding of nonsterile products	39	*	39
D82	Inspect incoming supplies or equipment for identity, quantity, quality, or damage	59	20	39
D97	Return unserviceable pharmaceutical drugs to appropriate agencies	38	*	38
H269	Review drafts of policy directives, manuals, or instructions	44	100	-56
H219	Draft budget requirements	35	90	-55
H231	Evaluate inspection report findings or inspection procedures	36	90	-54
J319	Initiate requests for TDY orders	26	80	-54
H194	Conduct staff assistance visits, inspections, or audits	28	80	-52
H204	Develop organizational or functional charts	39	90	-51
G156	Create electronic mail (e-mail) groups	29	80	-51

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did not group. The majority of this groups' time (60 percent) is being spent performing tasks in Duty H (see Table 9). Representative tasks performed by DAFSC 4P000 personnel is displayed in Table 17. Differences between this group and their DAFSC 4P091 counterparts can be seen in Table 18. Examples of tasks which are performed by more members of DAFSC 4P000 are: brief personnel concerning disaster preparedness and wartime missions, evaluate effectiveness of training programs, plans, or procedures, and develop medical readiness support plans.

<div align="center">AFRC</div>

The distribution of AFSC 4P0X1 skill-level groups across career ladder clusters and jobs for AFRC personnel is displayed in Table 19. Data has identified AFRC personnel only grouping in two clusters and three jobs, as compared to the two clusters and five jobs for their Active Duty counterparts. They have no members performing in the Controlled Drug or Supply jobs. There were no DAFSC 4P031, 4P091, or 4P000 AFRC personnel in the survey sample. As can be seen in Table 19, DAFSC 4P051 members are performing in the Outpatient (seven) and Inpatient (nine) Clusters and the Supervisory Job (six) and Superintendent Job (two). Nine AFRC members in the survey sample did not group. As AFRC personnel progress through the career ladder, their job becomes supervisory in nature. Forty-five percent of DAFSC 4P071 members' time is being spent on management, supervisory, and training activities (see Table 20). When compared to DAFSC 4P051 personnel, who indicate spending 26 percent of their time in the same duties (H and I), career ladder progression for AFRC personnel is also typical.

<div align="center">Descriptions and Comparisons of AFRC Skill-Level Groups</div>

DAFSC 4P051. AFRC 5-skill level members, like their Active Duty counterparts, comprise the largest skill level group in this career ladder. Over half (70 percent) of these members are SSgts. Unlike their Active Duty 5-skill level counterparts, this group of 5-skill level AFRC airmen jobs are almost equally divided between the Outpatient Cluster, Inpatient Cluster and Supervisory Job (see Table 19). DAFSC 3P151 members indicate they spend 38 percent of their time on task performance in support of general pharmaceutical activities, dispensing outpatient prescriptions and refills, and inpatient or clinic medications, Duties A, B, and C. Table 20 also shows these DAFSC 4P051 personnel spending time on supervisory (17 percent) and medical readiness (13 percent) activities. Table 21 lists representative tasks for these incumbents. These tasks are comparable to those being performed by Active Duty 4P051 personnel (see Table 11). Since no 3-skill level AFRC personnel are in the sample survey, a 3- to 5-skill level comparison is not possible for this AFSC. However, a 5- to 7-skill level comparison has been accomplished and will be discussed under DAFSC 4P071.

DAFSC 4P071. The 15 members of this group have grades of SSgt (13 percent), TSgt (17 percent), and MSgt (20 percent). They perform an average of 100 tasks and representative tasks performed by 7-skill level personnel and are listed in Table 22. Examples of tasks performed by AFRC 7-skill level personnel include: maintain training records or files; supervise military

<div align="center">34</div>

TABLE 17

REPRESENTATIVE TASKS PERFORMED
BY DAFSC 4P000 ACTIVE DUTY PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=6)
G174	Perform e-mail communications	100
H199	Counsel subordinates concerning personal matters	100
H274	Supervise military personnel	100
H259	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	100
H238	Evaluate personnel for promotion, demotion, reclassification, or special awards	100
H190	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	100
H279	Write recommendations for awards or decorations	100
H237	Evaluate personnel for compliance with performance standards	100
H226	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	100
H244	Indorse performance reports or supervisory appraisals	100
H227	Establish performance standards for subordinates	100
H249	Interpret policies, directives, or procedures for subordinates	100
H246	Initiate personnel action requests	100
H247	Initiate actions required due to substandard performance of personnel	100
H241	Evaluate workload requirements	100
H272	Schedule work assignments or priorities	100
H276	Write job or position descriptions	100
H195	Conduct supervisory performance feedback sessions	100
H233	Evaluate job or position descriptions	100
J312	Coordinate requests for TDY orders with appropriate agencies	100
H192	Conduct pharmacy tours	100

TABLE 18

TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC 4P091
AND DAFSC 4P000 ACTIVE DUTY PERSONNEL

TASKS		DAFSC 4P091 (N=10)	DAFSC 4P000 (N=6)	DIFFERENCE
H207	Develop self-inspection or self-assessment program checklists	80	17	63
H196	Conduct safety inspections of equipment or facilities	70	17	53
H189	Complete Graduate Assessment Surveys	70	17	53
G147	Bring computer systems on-line using central processing units (CPUs)	70	17	53
H267	Plan self-inspection or self-assessment programs	70	17	53
D90	Maintain documentation on items requiring periodic inspections	50	*	50
K333	Brief personnel concerning disaster preparedness and wartime missions	10	67	-57
I298	Evaluate effectiveness of training programs, plans, or procedures	30	83	-53
K342	Develop medical readiness support plans	*	50	-50

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TABLE 19

DISTRIBUTION OF AFSC 4P0X1 AFRC DUTY SKILL-LEVEL
MEMBERS ACROSS CAREER LADDER JOBS

JOB	4P051 (N=33)	4P071 (N=15)
OUTPATIENT CLUSTER	7	0
INPATIENT CLUSTER	9	3
SUPERVISORY JOB	6	5
CONTROLLED DRUG JOB	0	0
SUPPLY JOB	0	0
SUPERINTENDENT JOB	2	3
NOT GROUPED	9	4

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TABLE 20

TIME SPENT ON DUTIES BY MEMBERS OF AFSC 4P0X1 AFRC
SKILL-LEVEL GROUPS
(RELATIVE PERCENT OF JOB TIME)

DUTIES		DAFSC 4P051 (N=33)	DAFSC 45071 (N=15)
A	PERFORMING GENERAL PHARMACEUTICAL ACTIVITIES	10	10
B	DISPENSING OUTPATIENT PRESCRIPTIONS AND REFILLS	21	13
C	DISPENSING INPATIENT OR CLINIC MEDICATIONS	7	5
D	PERFORMING SUPPLY AND INVENTORY CONTROL ACTIVITIES	6	7
E	COMPOUNDING AND PREPACKAGING PHARMACEUTICAL PREPARATIONS	5	4
F	PREPARING STERILE PRODUCTS	8	4
G	PERFORMING INFORMATION SYSTEMS MANAGEMENT	2	2
H	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	17	30
I	PERFORMING TRAINING ACTIVITIES	9	15
J	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	2	2
K	PERFORMING MEDICAL READINESS ACTIVITIES	13	8

TABLE 21

REPRESENTATIVE TASKS PERFORMED
BY DAFSC 4P051 AFRC PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=33)
A1	Check expiration dates on pharmaceuticals	79
B27	Compare medications with labels and prescriptions	76
B26	Affix main or auxiliary labels to outpatient prescription containers	76
B33	Fill outpatient prescription containers with medication	67
B31	Evaluate outpatient prescriptions for completeness and accuracy	61
B40	Receive and verify outpatient prescriptions	61
A2	Clean pharmacy equipment or glassware	61
B29	Dispense pharmaceutical preparations to patients	58
B41	Restock automated dispensing systems	58
C44	Affix main or auxiliary labels to inpatient medications	58
F130	Clean laminar flow hoods using aseptic techniques	58
B28	Counsel patients or professional staff on dosage, usage, or storage of pharmaceutical preparations	55
C47	Compare medications with labels and medication orders	55
A3	Clean pharmacy facilities	55
F135	Perform personal aseptic procedures	52
A23	Screen medication orders for drug interactions, incompatibilities, or allergies	52
A22	Screen medical orders for inaccuracies or errors	48
F146	Reconstitute injectables	48
K379	Transfer litter patients	45
B35	Generate labels for outpatient prescription containers	45
F142	Prepare piggyback solutions	45
F134	Perform calculations necessary to prepare sterile products	45
K366	Participate in chemical warfare confidence exercises	42

TABLE 22

REPRESENTATIVE TASKS PERFORMED
BY DAFSC 4P071 AFRC PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=15)
I301	Maintain training records or files	93
H274	Supervise military personnel	87
A1	Check expiration dates on pharmaceuticals	87
B29	Dispense pharmaceutical preparations to patients	87
B33	Fill outpatient prescription containers with medication	80
I286	Conduct OJT	80
B27	Compare medications with labels and prescriptions	80
B26	Affix main or auxiliary labels to outpatient prescription containers	80
A2	Clean pharmacy equipment or glassware	80
A6	Consult with professional staff to correct drug interactions, incompatibilities, or allergies	73
I290	Determine training requirements	73
C47	Compare medications with labels and medication orders	73
B31	Evaluate outpatient prescriptions for completeness and accuracy	73
B40	Receive and verify outpatient prescriptions	73
H187	Assign personnel to work areas or duty positions	73
B32	File outpatient prescriptions	73
H197	Conduct supervisory orientations for newly assigned personnel	73
H277	Write performance reports or supervisory appraisals	73
A7	Consult with professional staff to correct prescription or medication order inaccuracies	67
H263	Plan pharmacy in-service training for pharmacy personnel	67
B41	Restock automated dispensing systems	67
I287	Conduct pharmacy in-service training for pharmacy personnel	67

personnel; and conduct OJT. Some technical task performance can be seen in Table 20, as these AFRC DAFSC 4P071 personnel are spending time on general pharmaceutical activities and dispensing inpatient and outpatient prescriptions and medications, as are their Active Duty counterparts.

Table 23 shows tasks which best distinguish between 5- and 7-skill level members. Note that they are all supervisory in nature and thus show that career ladder progression for AFRC personnel is typical.

TRAINING ANALYSIS

Occupational survey data are sources of information which can be used to assist in the development of relevant training programs for entry-level personnel. Factors used to evaluate entry-level Pharmacy training include jobs being performed by first-enlistment personnel, overall distribution of first-enlistment personnel across career ladder jobs, percent first-job (1-24 months TAFMS) and first-enlistment (1-48 months TAFMS) members spend performing specific tasks or using specific equipment items, ratings of how much TE tasks should receive in formal training, and ratings of relative TD.

First-Enlistment Personnel

AFSC 4P0X1

In this study, there are 276 4P0X1 members in their first enlistment (1-48 TAFMS), representing 34 percent of the survey sample. Table 24 shows the relative percent of time spent across duties by first-enlistment 4P0X1 members. The majority (57 percent) of their time is being spent performing tasks related to general Pharmacy functions, comprising Duties A, B, and D. Representative tasks performed by members in this group are listed in Table 25. Examples include: check expiration dates on pharmaceuticals; compare medications with labels and prescriptions; fill outpatient prescription containers with medications; and dispense pharmaceutical preparations to patients.

Training Emphasis (TE) and Task Difficulty (TD) Data

TE and TD data are secondary task factors that can help training development personnel decide which tasks to emphasize for entry-level training. These ratings, based on the judgments of senior career ladder NCOs at operational units, provide training personnel with a rank-ordering of those tasks considered important for airmen with 1-48 months TAFMS training (TE) and a measure of the relative difficulty of those tasks (TD). When combined with data on the

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TABLE 23

TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC 4P051 AND DAFSC 4P071 AFRC PERSONNEL

TASKS		DAFSC 4P051 (N=33)	DAFSC 4P071 (N=15)	DIFFERENCE
F133	Maintain patient profiles for sterile products	27	7	21
E117	Compound suppositories	27	7	21
I301	Maintain training records or files	33	93	-60
H274	Supervise military personnel	33	87	-53
H277	Write performance reports or supervisory appraisals	21	73	-52
H187	Assign personnel to work areas or duty positions	21	73	-52
I286	Conduct OJT	30	80	-50
H197	Conduct supervisory orientations for newly assigned personnel	24	73	-49

TABLE 24

RELATIVE PERCENT OF TIME SPENT ACROSS DUTIES BY
FIRST-ENLISTMENT AFSC 4P0X1 ACTIVE DUTY PERSONNEL

DUTIES	PERCENT TIME SPENT
B DISPENSING OUTPATIENT PRESCRIPTIONS AND REFILLS	33
A PERFORMING GENERAL PHARMACEUTICAL ACTIVITIES	20
D PERFORMING SUPPLY AND INVENTORY CONTROL ACTIVITIES	12
E COMPOUNDING AND PREPACKAGING PHARMACEUTICAL PREPARATIONS	9
C DISPENSING INPATIENT OR CLINIC MEDICATIONS	7
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	5
F PREPARING STERILE PRODUCTS	6
G PERFORMING INFORMATION SYSTEMS MANAGEMENT	4
K PERFORMING MEDICAL READINESS ACTIVITIES	2
J PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	1
I PERFORMING TRAINING ACTIVITIES	*

* Denotes less than 1 percent

TABLE 25

REPRESENTATIVE TASKS PERFORMED BY
FIRST-ENLISTMENT AFSC 4P0X1 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=267)
A1	Check expiration dates on pharmaceuticals	97
A2	Clean pharmacy equipment or glassware	94
B27	Compare medications with labels and prescriptions	87
B26	Affix main or auxiliary labels to outpatient prescription containers	85
B33	Fill outpatient prescription containers with medication	85
A7	Consult with professional staff to correct prescriptions or medication order inaccuracies	84
B29	Dispense pharmaceutical preparations to patients	84
B32	File outpatient prescriptions	83
A6	Consult with professional staff to correct drug interactions, incompatibilities, or allergies	82
B41	Restock automated dispensing systems	81
B28	Counsel patients or professional staff on dosage, usage, or storage of pharmaceutical preparations	81
A3	Clean pharmacy facilities	81
B40	Receive and verify outpatient prescriptions	78
B35	Generate labels for outpatient prescription containers	73
B31	Evaluate outpatient prescriptions for completeness and accuracy	70
D100	Rotate drug stocks to ensure freshness and potency	69
B42	Transcribe automated refills from call-ins	59
E107	Affix main or auxiliary labels to compounded or prepackaged pharmaceutical preparations	59
A23	Screen medication orders for drug interactions, incompatibilities, or allergies	57
C47	Compare medications with labels and medication orders	57
A4	Conduct pharmacy opening or closing security procedures	55
G174	Perform e-mail communications	52
A22	Screen medical orders for inaccuracies or errors	51

percentages of first-enlistment personnel performing tasks, comparisons can be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors (TE and TD), accompanied by moderate to high percentages performing, may warrant resident training. Those tasks receiving high task factor ratings, but low percentages performing, may be more appropriately planned for OJT programs within the career ladder. Low task factor ratings may highlight tasks best omitted from training for new personnel. These decisions must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

To assist training development personnel, AFOMS developed a computer program that uses these task factors and the percentage of first-enlistment personnel performing tasks to produce Automated Training Indicators (ATI). ATIs correspond to training decisions listed and defined in the Training Decision Logic Table found in Attachment 1, AETCI 36-2601. ATIs allow training developers to quickly focus attention on those tasks which are most likely to qualify for resident course consideration.

Tasks having the highest TE ratings for AFSC 4P0X1 personnel with 1-24 and 1-48 months TAFMS are listed in Table 26. Included for each task is the percentage of 1-24 months TAFMS performing the task, the percentage of 1-48 months TAFMS personnel performing the task, and the TE rating. As illustrated in Table 26, tasks with the highest TE ratings deal with comparing medications with labels and prescriptions, receiving and verifying outpatient prescriptions, and filling outpatient prescriptions with medication. These tasks are performed by high percentages of 1-24 months TAFMS and 1-48 months TAFMS personnel.

Table 27 lists the tasks having the highest TD ratings, and the percentages of 1-24 months and 1-48 months TAFMS, 5- and 7-skill level personnel performing. The majority of these tasks pertain to general pharmaceutical activities such as: screening medication orders; implementing authorized prescription changes; implementing contingency procedures; and consulting with professional staff.

Various lists of tasks, accompanied by TE and TD ratings, are contained in the TRAINING EXTRACT package and should be reviewed in detail by technical school personnel. For a more detailed explanation of TE and TD ratings, see Task Factor Administration in the SURVEY METHODOLOGY section of this report.

Specialty Training Standard (STS) Analysis

A comprehensive review of STS 4P0X1 was made by comparing survey data to STS elements. Technical school personnel from the 382 Training Squadron, Sheppard AFB TX matched JI tasks to appropriate STS sections and subsections. A complete computer listing displaying the percent members performing tasks, TE and TD ratings for each task, where applicable, along with the STS matching, has been forwarded to the technical school for their further review of training documents. STS elements with performance objectives were reviewed for TE, TD, and percent members performing information, as stipulated in AETCI 36-2601, dated

TABLE 26

AFSC 4P0X1 TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS

TASKS		TNG EMP	PERCENT MEMBERS PERFORMING		TSK DIF
			1-24 MOS	1-48 MOS	
B27	Compare medications with labels and prescriptions	6.94	81	87	4.48
B40	Receive and verify outpatient prescriptions	6.67	76	78	4.42
F134	Perform calculations necessary to prepare sterile products	6..54	14	26	6.22
B33	Fill outpatient prescription containers with medication	6.44	79	85	3.60
B31	Evaluate outpatient prescriptions for completeness and accuracy	6.31	59	70	4.97
F135	Perform personal aseptic procedures	6.27	24	31	4.05
A25	Weigh or measure ingredients for compounding of sterile products	6.17	21	27	4.51
C47	Compare medications with labels and medication orders	6.10	45	57	4.71
A24	Weigh or measure ingredients for compounding of nonsterile products	6.08	38	39	3.91
F130	Clean laminar flow hoods using aseptic techniques	6.02	17	28	4.08
B28	Counsel patients or professional staff on dosage, usage, or storage of pharmaceutical preparations	6.02	73	81	6.29
B29	Dispense pharmaceutical preparations to patients	5.98	78	84	4.36

TE MEAN=2.14; S.D.=1.63; HIGH=3.77
TD MEAN=5.00; S.D.=1.00; HIGH=6.00

TABLE 27

AFSC 4P0X1 TASKS WITH HIGHEST TASK DIFFICULTY RATINGS

TASKS		TSK DIF	PERCENT MEMBERS PERFORMING				TNG EMP
			1-24 MOS	1-48 MOS	5-LVL	7-LVL	
A23	Screen medication orders for drug interactions, incompatibilities, or allergies	6.66	49	57	63	52	5.77
A9	Implement authorized prescription changes without consulting professional staff	6.38	24	31	44	58	2.65
B28	Counsel patients or professional staff on dosage, usage, or storage of pharmaceutical preparations	6.29	73	81	90	94	6.02
F134	Perform calculations necessary to prepare sterile products	6.22	14	26	42	27	6.54
A10	Implement contingency procedures during system malfunctions or failures	6.05	15	24	49	76	2.92
A6	Consult with professional staff to correct drug interactions, incompatibilities	5.97	78	82	86	91	5.33

TD MEAN=5.00; S.D.=1.00; HIGH=6.00
TE MEAN=2.14; S.D.=1.63; HIGH=3.77

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5 July 1996. STS paragraphs containing general knowledge information, subject-matter knowledge requirements, or supervisory responsibilities were not reviewed. Typically, STS elements matched to tasks which have sufficiently high TE and TD ratings and are performed by at least 20 percent of personnel in appropriate skill-level groups (such as first-enlistment (1-48) months TAFMS, and 5- and 7-skill level groups) should be considered for inclusion in the STS. Likewise, elements matched to tasks with less than 20 percent performing in all of these groups should be considered for deletion from the STS.

STS paragraphs containing performance information were reviewed. Of the 74 performance coded elements in the STS, all but 2, items 13.3.2.2 and 13.3.3.5.2, were found to be well supported by occupational survey data. Training personnel should review these tasks for possible deletion from the STS. Not all JI tasks could be matched to the STS and these tasks are listed in the Task Not Referenced section of the STS product. Table 28 lists examples of technical tasks that are being performed by 20 percent or more 4P0X1 first-enlistment personnel. Training personnel should review the Tasks Not Referenced listing to determine if those tasks with 20 percent of more performing should be included in the STS.

Plan of Instruction (POI) Analysis

JI tasks were matched to related training objectives in the POIs for both Phase I and Phase II entry level courses with assistance from 382nd Training Squadron subject-matter experts. The method employed was similar to that of the STS percent members performing data for first-job (1-24 months TAFMS) personnel, first-enlistment (1-48 months TAFMS) personnel, and TE and TD ratings.

POI blocks, units of instruction, and learning objectives were compared to the standard set forth in AETCI 36-2601, dated 5 July 1996 (30 percent or more of the first-enlistment group performing tasks trained, along with sufficiently high TE and TD ratings on those tasks). By this guidance, tasks trained in the course which do not meet these criteria should be considered for elimination from the formal course, if not justified on some other acceptable basis.

POI paragraphs containing performance information were reviewed. Of the eight performance coded elements in the course J3AQR4P031-001, Pharmacy Apprentice Phase I, all but one were found to be well supported by occupational survey data. That one element, I.10.a.2, Census Functions, shows only 4 percent performing for first-job members and 9 percent for first-enlistment members. Training personnel should review this element for possible deletion from the course. In the J5AB04P031-000, Pharmacy Apprentice Phase II course, there are 39 performance coded items and 8 of these items do not meet the 30 percent criteria. Examples of these elements are listed in Table 29 and Training personnel should also review these unsupported elements for possible deletion from the course.

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TABLE 28

EXAMPLES OF TECHNICAL TASKS PERFORMED BY 20 PERCENT OR MORE
4P0X1 GROUP MEMBERS AND NOT REFERENCED TO THE STS

		PERCENT MEMBERS PERFORMING		
TASKS		1ST ENL	TNG EMP	TSK DIF
C47	Compare medications with labels and medication orders	57	6.10	4.71
A23	Screen medication orders for drug interactions, incompatibilities, or allergies	57	5.77	6.66
A22	Screen medical orders for inaccuracies or errors	51	5.71	5.66
B32	File outpatient prescriptions	83	4.83	2.40
H256	Maintain prescription files for noncontrolled drugs	28	4.12	4.08

TE MEAN = 2.14; S.D. = 1.63
TD MEAN = 5.00; S.D. = 1.00

TABLE 29

EXAMPLES OF J5AB04P031-000 PHASE II COURSE OBJECTIVES
WITH LESS THAN 30 PERCENT MEMBERS PERFORMING

TASKS		TNG EMP	PERCENT MEMBERS PERFORMING		TSK DIF
			1-24 MOS	1-48 MOS	
II.1	Using applicable system, maintain or update inpatient census database with assistance needed only on the hardest steps	3.54	4	9	4.09
II.7	C57 Maintain or update inpatient census data bases Research incompatibilities with assistance only on the hardest steps				
	A18 Research compatibilities for compounding of nonsterile products	4.33	12	15	6.09
	A19 research compatibilities for compounding of sterile products	4.60	11	19	6.28
II.17	Clean IV rooms to maintain aseptic environment with assistance needed only on the hardest steps				
	F129 Clean IV rooms to maintain aseptic environment	5.46	14	24	4.09
II .18	Clean laminar flow hoods using aseptic techniques				
	F130 Clean laminar flow hoods using aseptic techniques	6.02	11	28	4.08
II.22	Prepare piggyback solutions with assistance needed only on the hardest steps				
	F142 Prepare piggyback solutions	5.92	15	27	5.47

TE MEAN=2.14; S.D.=1.63; HIGH=3.77
TD MEAN=5.00; S.D.=1.00; HIGH=6.00

JOB SATISFACTION ANALYSIS

An examination of job satisfaction indicators can give career ladder managers a better understanding of factors that may affect the job performance of career ladder airmen. Therefore, the survey booklet included attitude questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions. The responses of the current survey sample were analyzed by making several comparisons: (1) between current and previous survey TAFMS groups of the AFSC 4P0X1 career ladders; (2) a comparative sample of personnel form other Medical AFSCs surveyed in 1996; and (3) across specialty groups identified in the SPECIALTY JOBS section of the report.

AFSC 4P0X1
(Active Duty)

An indication of changes in job satisfaction perceptions within the career ladder is provided in Table 30, which presents Active Duty TAFMS group data for 1998 survey respondents, and data from respondents in the last OSR of the career ladder in 1994. Generally, current survey respondents' perceptions of job interest have decreased since the 1994 survey. Perceived use of talents and training have remained about the same with slight increases and decreases. When comparing the 1998 survey results for reenlistment intentions against the 1994 survey, first-enlistment personnel indications are the same, however, the 46-96 TAFMS months and 97+ months TAFMS members reenlistment intentions have decreased.

Table 31 compares Active Duty first-enlistment (1-48 months TAFMS), second-enlistment (49-96 months TAFMS), and career (97+ months TAFMS) group data to corresponding enlistment groups from other Medical AFSCs surveyed in 1996. These data give a relative measure of how the job satisfaction of AFSC 4P0X1 personnel compares with similar Air Force specialties. Pharmacy personnel reported lower job satisfaction figures than those members of the comparative sample for job interest, sense of accomplishment, and reenlistment intentions. Perceived use of talents and training for current survey members was higher than those in the comparative survey.

In addition, Active Duty job satisfaction data for identified job groups and clusters are provided at Table 32. Members across the identified cluster and jobs provided varied responses to the job satisfaction questions in the survey. Pharmacy personnel performing in the job groups and clusters indicated average to high job interest. In the two jobs that contain the more senior members in the sample survey, Controlled Drug and Superintendent jobs, their reenlistment intentions may seem low, at 40 and 44 percent respectively, but 20 percent of the Controlled Drug Job and 40 percent of the Superintendent Job members indicate they will retire.

TABLE 30

COMPARISON OF JOB SATISFACTION INDICATORS OF
CURRENT SURVEY TO PREVIOUS SURVEY
(PERCENT MEMBERS RESPONDING)

	1-48 MONTHS		49-96 MONTHS TICF		97+ MONTHS	
	1998 (N=267)	1994 (N=271)	1998 (N=172)	1994 (N=151)	1998 (N=332)	1994 (N=277)
EXPRESSED JOB INTEREST						
INTERESTING	65	73	59	75	68	78
SO-SO	17	15	22	18	19	13
DULL	18	12	19	7	13	9
PERCEIVED USE OF TALENTS						
FAIRLY WELL TO PERFECT	79	79	73	77	81	84
NONE TO VERY LITTLE	21	21	27	23	19	16
PERCEIVED USE OF TRAINING						
FAIRLY WELL TO PERFECT	86	87	83	86	86	85
NONE TO VERY LITTLE	14	13	17	14	14	15
REENLISTMENT INTENTIONS						
YES OR PROBABLY YES	49	49	53	69	64	80
NO OR PROBABLY NO	51	51	47	31	13	7
WILL RETIRE	0	0	0	0	23	13

TABLE 31

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 4P0X1 TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE (PERCENT MEMBERS RESPONDING) (ACTIVE DUTY)

	1-48 MONTHS		49-96 MONTHS TICF		97+ MONTHS	
	4P0X1 (N=267)	COMP SAMPLE (N=1,251)	4P0X1 (N=172)	COMP SAMPLE (N=813)	4P0X1 (N=332)	COMP SAMPLE (N=1,839)
EXPRESSED JOB INTEREST						
INTERESTING	65	69	59	75	68	82
SO-SO	17	17	22	15	19	12
DULL	18	12	19	10	13	6
PERCEIVED USE OF TALENTS						
FAIRLY WELL TO PERFECT	79	77	73	81	81	84
NONE TO VERY LITTLE	21	23	27	19	19	16
PERCEIVED USE OF TRAINING						
FAIRLY WELL TO PERFECT	86	84	83	81	86	79
NONE TO VERY LITTLE	14	16	17	19	14	21
SENSE OF ACCOMPLISHMENT FROM JOB						
SATISFIED	62	70	51	70	65	74
NEUTRAL	16	13	19	12	13	9
DISSATISFIED	22	17	30	18	22	17
REENLISTMENT INTENTIONS						
YES OR PROBABLY YES	49	56	53	67	64	76
NO OR PROBABLY NO	51	44	47	33	13	7
WILL RETIRE	0	0	0	0	23	17

NOTE: Comparative data are from the Medical AFSCs surveyed in 1996

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TABLE 32

JOB SATISFACTION INDICATORS FOR
IDENTIFIED JOB GROUPS AND CLUSTERS (PERCENT MEMBERS RESPONDING)
(ACTIVE DUTY)

	OUT-PATIENT CLUSTER (N=335)	IN-PATIENT CLUSTER (N=153)	SUPER-VISORY JOB (N=211)	CON-TROLLED DRUG JOB (N=5)
EXPRESSED JOB INTEREST				
INTERESTING	59	69	70	80
SO-SO	20	20	17	0
DULL	21	11	13	20
PERCEIVED USE OF TALENTS				
FAIRLY WELL TO PERFECT	74	79	86	80
NONE TO VERY LITTLE	26	21	14	20
PERCEIVED USE OF TRAINING				
FAIRLY WELL TO PERFECT	81	88	92	80
NONE TO VERY LITTLE	19	12	8	20
SENSE OF ACCOMPLISHMENT FROM JOB				
SATISFIED	57	58	67	40
NEUTRAL	16	20	9	40
DISSATISFIED	27	22	24	20
REENLISTMENT INTENTIONS				
YES OR PROBABLY YES	56	57	57	40
NO OR PROBABLY NO	44	39	23	40
WILL RETIRE	4	4	20	20

TABLE 32 (CONTINUED)

JOB SATISFACTION INDICATORS FOR
IDENTIFIED JOB GROUPS AND CLUSTERS (PERCENT MEMBERS RESPONDING)
(ACTIVE DUTY)

	SUPPLY JOB (N=17)	SUPER-INTENDENT JOB (N=25)
EXPRESSED JOB INTEREST		
INTERESTING	53	88
SO-SO	24	12
DULL	23	0
PERCEIVED USE OF TALENTS		
FAIRLY WELL TO PERFECT	77	100
NONE TO VERY LITTLE	24	0
PERCEIVED USE OF TRAINING		
FAIRLY WELL TO PERFECT	77	88
NONE TO VERY LITTLE	23	12
SENSE OF ACCOMPLISHMENT FROM JOB		
SATISFIED	53	88
NEUTRAL	29	4
DISSATISFIED	18	8
REENLISTMENT INTENTIONS		
YES OR PROBABLY YES	65	44
NO OR PROBABLY NO	35	16
WILL RETIRE	0	40

55

AFRC JOB SATISFACTION

Only job satisfaction indications across job groups and clusters could be accomplished for AFRC members of the survey sample (see Table 33), because of lack of TAFMS data. Responses to job interest, perceived use of talents and training, and sense of accomplishment are average to high for most job groups and clusters; the exception being those members of the Outpatient Cluster. Only 29 percent indicate a satisfied sense of accomplishment from their jobs. This could possibly stem from the fact that all seven AFRC members of this cluster are Traditional Reservists and only have an opportunity to perform in their jobs 1 weekend a month.

IMPLICATIONS

As explained in the **INTRODUCTION**, this survey was conducted primarily to ensure current data for use in evaluating the effectiveness of training within the Pharmacy career ladder. Data compiled from this survey support the career structure of the AFSC.

Specialty Job Analysis indicates no big changes have occurred in AFSC 4P0X1 over the past 4 years. Furthermore, skill-level analysis revealed a normal career progression pattern for those Active Duty and AFRC members of the survey sample.

STS analysis revealed truly outstanding documents. All but 2 of the 74 proficiency coded items in the AFSC 4P0X1 STS were fully supported by the career field. The POIs that were analyzed revealed almost the same results as with the STS. Of the eight proficiency coded learning objects in course J3AQR4P031-001, Pharmacy Apprentice Phase I, all but one were fully supported by survey data. Analysis of course J5ABO4P031-000, Pharmacy Apprentice Phase II, revealed 8 of the 39 performance coded items did not meet the required 30 percent criteria. Training personnel should review these items for possible deletion from this course.

No serious job satisfaction problems appear to exist within the AFSC 4P0X1 career ladder. For the most part, respondents appear satisfied with their jobs. This holds true for Active Duty and AFRC members.

TABLE 33

JOB SATISFACTION INDICATORS FOR
IDENTIFIED JOB GROUPS AND CLUSTERS (PERCENT MEMBERS RESPONDING)
(AFRC)

	OUT-PATIENT CLUSTER (N=7)	IN-PATIENT CLUSTER (N=12)	SUPER-VISORY JOB (N=11)	SUPER-INTENDENT JOB (N=5)
EXPRESSED JOB INTEREST				
INTERESTING	57	67	73	100
SO-SO	29	17	9	0
DULL	14	16	18	0
PERCEIVED USE OF TALENTS				
FAIRLY WELL TO PERFECT	71	92	73	80
NONE TO VERY LITTLE	29	8	27	20
PERCEIVED USE OF TRAINING				
FAIRLY WELL TO PERFECT	71	83	82	80
NONE TO VERY LITTLE	29	17	18	20
SENSE OF ACCOMPLISHMENT FROM JOB				
SATISFIED	29	67	82	80
NEUTRAL	57	8	9	0
DISSATISFIED	14	25	9	20

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APPENDIX A

SELECTED REPRESENTATIVE TASKS PERFORMED BY
MEMBERS OF CAREER LADDER JOBS

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TABLE A1

OUTPATIENT CLUSTER
(STG029)

TASKS		PERCENT MEMBERS PERFORMING (N=342)
B27	Compare medications with labels and prescriptions	94
A1	Check expiration dates on pharmaceuticals	94
B26	Affix main or auxiliary labels to outpatient prescription containers	92
B29	Dispense pharmaceutical preparations to patients	90
A2	Clean pharmacy equipment or glassware	90
B33	Fill outpatient prescription containers with medication	89
B28	Counsel patients or professional staff on dosage, usage, or storage of pharmaceutical preparations	88
B41	Restock automated dispensing systems	87
A7	Consult with professional staff to correct prescription or medication order inaccuracies	86
B40	Receive and verify outpatient prescriptions	85
A6	Consult with professional staff to correct drug interactions, incompatibilities, or allergies	85
B32	File outpatient prescriptions	84
B31	Evaluate outpatient prescriptions for completeness and accuracy	78
A3	Clean pharmacy facilities	77
B35	Generate labels for outpatient prescription containers	75
A4	Conduct pharmacy opening or closing security procedures	66
D100	Rotate drug stocks to ensure freshness and potency	64
B42	Transcribe automated refills from call-ins	54
E107	Affix main or auxiliary labels to compounded or prepackaged pharmaceutical preparations	51
G174	Perform e-mail communications	49
A23	Screen medication orders for drug interactions, incompatibilities, or allergies	49
H259	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	49
C47	Compare medications with labels and medication orders	48

TABLE A2

INPATIENT CLUSTER
(STG036)

TASKS		PERCENT MEMBERS PERFORMING (N=165)
A1	Check expiration dates on pharmaceuticals	98
B27	Compare medications with labels and prescriptions	94
C47	Compare medications with labels and medication orders	92
A2	Clean pharmacy equipment or glassware	92
B26	Affix main or auxiliary labels to outpatient prescription containers	91
F142	Prepare piggyback solutions	91
F130	Clean laminar flow hoods using aseptic techniques	90
B29	Dispense pharmaceutical preparations to patients	89
C54	Generate labels for inpatient medications	88
F131	Deliver sterile products to wards or clinics	87
F135	Perform personal aseptic procedures	87
A6	Consult with professional staff to correct drug interactions, incompatibilities, or allergies	87
B33	Fill outpatient prescription containers with medication	85
B28	Counsel patients or professional staff on dosage, usage, or storage of pharmaceutical preparations	85
F146	Reconstitute injectables	85
C44	Affix main or auxiliary labels to inpatient medications	85
F134	Perform calculations necessary to prepare sterile products	85
A7	Consult with professional staff to correct prescription or medication order inaccuracies	84
F129	Clean IV rooms to maintain aseptic environment	83
B41	Restock automated dispensing systems	81
B31	Evaluate outpatient prescriptions for completeness and accuracy	79
A3	Clean pharmacy facilities	78
A23	Screen medication orders for drug interactions, incompatibilities, or allergies	77
B32	File outpatient prescriptions	77

TABLE A3

SUPERVISORY JOB
(STG037)

TASKS		PERCENT MEMBERS PERFORMING (N=222)
B27	Compare medications with labels and prescriptions	100
B29	Dispense pharmaceutical preparations to patients	98
A7	Consult with professional staff to correct prescription or medication order inaccuracies	98
B33	Fill outpatient prescription containers with medication	98
B28	Counsel patients or professional staff on dosage, usage, or storage of pharmaceutical preparations	97
B26	Affix main or auxiliary labels to outpatient prescription containers	97
B40	Receive and verify outpatient prescriptions	97
A6	Consult with professional staff to correct drug interactions, incompatibilities, or allergies	97
B31	Evaluate outpatient prescriptions for completeness and accuracy	95
A4	Conduct pharmacy opening or closing security procedures	92
A1	Check expiration dates on pharmaceuticals	89
B35	Generate labels for outpatient prescription containers	87
B41	Restock automated dispensing systems	87
B32	File outpatient prescriptions	85
H259	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	84
H274	Supervise military personnel	83
D100	Rotate drug stocks to ensure freshness and potency	83
H199	Counsel subordinates concerning personal matters	83
H185	Advise personnel other than medical staff on drug information	83
D63	Advise medical staff on drug stock status	82
A3	Clean pharmacy facilities	82
A2	Clean pharmacy equipment or glassware	82

TABLE A4

CONTROLLED DRUG JOB
(STG059)

TASKS		PERCENT MEMBERS PERFORMING (N=5)
D103	Store controlled drugs	100
D83	Inventory controlled drugs manually	100
D87	Maintain automated controlled drug inventories	100
G183	Update PYXIS systems	100
C51	Dispense bulk orders for controlled drugs	100
D95	Receive controlled drugs	100
B26	Affix main or auxiliary labels to outpatient prescription containers	100
A1	Check expiration dates on pharmaceuticals	100
B27	Compare medications with labels and prescriptions	100
A7	Consult with professional staff to correct prescription or medication order inaccuracies	100
H215	Direct inventory of controlled drugs	80
H255	Maintain prescription files for controlled drugs	80
D80	Initiate requisitions for drug supplies	80
D100	Rotate drug stocks to ensure freshness and potency	80
D76	Identify drugs using National Stock Numbers (NSNs)	80
D77	Identify and report equipment or supply problems	80
A2	Clean pharmacy equipment or glassware	80
B28	Counsel patients or professional staff on dosage, usage, or storage of pharmaceutical preparations	80
A3	Clean pharmacy facilities	80
D72	Identify drug sources using commercial publications, such as red books or wholesale catalogs	80
D98	Review backorder reports	80
D99	Review high-cost drug lists	80
A4	Conduct pharmacy opening or closing security procedures	80
G174	Perform e-mail communications	80
B29	Dispense pharmaceutical preparations to patients	80
H212	Direct bulk issues of controlled drugs to wards, clinics, agencies, or satellites	60
C49	Deliver bulk orders	60

TABLE A5

SUPPLY JOB
(STG052)

TASKS		PERCENT MEMBERS PERFORMING (N=17)
D100	Rotate drug stocks to ensure freshness and potency	100
D98	Review backorder reports	100
A1	Check expiration dates on pharmaceuticals	100
D76	Identify drugs using National Stock Numbers (NSNs)	94
D102	Store bulk pharmaceuticals	94
D62	Adjust stock levels	88
D68	Coordinate supply-related matters with appropriate agencies	88
D77	Identify and report equipment or supply problems	88
D101	Separate bulk pharmaceuticals or items requiring special handling for storage	88
D99	Review high-cost drug lists	88
D97	Return unserviceable pharmaceutical drugs to appropriate agencies	88
D72	Identify drug sources using commercial publications, such as red books or wholesale catalogs	82
D82	Inspect incoming supplies or equipment for identity, quantity, quality, or damage	82
D106	Suspend unsuitable items, such as expired or recalled drugs, from use	82
D63	Advise medical staff on drug stock status	82
D75	Identify drugs using National Drug Codes (NDCs)	76
D80	Initiate requisitions for drug supplies	76
D105	Store items requiring special handling, such as biologicals, investigational drugs, or flammable items	76
D93	Prepare emergency supply requisitions	76
D65	Analyze stock status reports	76
D73	Identify drugs using Air Force Medical Materiel Listings (AFMMLs)	76
D81	Initiate requisitions for equipment, tools, parts, or supplies, other than drug supplies	76
D64	Advise satellite units, clinics, or stations on supply problems	71
B27	Compare medications with labels and prescriptions	71

TABLE A6

SUPERINTENDENT JOB
(STG020)

TASKS		PERCENT MEMBERS PERFORMING (N=30)
H274	Supervise military personnel	100
H199	Counsel subordinates concerning personal matters	100
H190	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	90
H248	Inspect personnel for compliance with military standards	87
H259	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	83
H187	Assign personnel to work areas or duty positions	83
H277	Write performance reports or supervisory appraisals	83
H227	Establish performance standards for subordinates	83
H279	Write recommendations for awards or decorations	80
H197	Conduct supervisory orientations for newly assigned personnel	80
H233	Evaluate job or position descriptions	80
H195	Conduct supervisory performance feedback sessions	80
H234	Evaluate job-related suggestions	77
H249	Interpret policies, directives, or procedures for subordinates	77
H237	Evaluate personnel for compliance with performance standards	73
H238	Evaluate personnel for promotion, demotion, reclassification, or special awards	73
H211	Direct administrative functions	70
I301	Maintain training records or files	70
H220	Draft agenda for general meetings, such as staff meetings, briefings, conferences, or workshops	70
H244	Indorse performance reports or supervisory appraisals	70
H240	Evaluate work schedules	70
H263	Plan pharmacy in-service training for pharmacy personnel	67
H203	Determine or establish work assignments	67
H210	Develop or establish work schedules	67

APPENDIX B

LISTING OF MODULES AND TASK STATEMENTS

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These task modules (TMs) were developed in order to organize and summarize the extensive task information of this specialty. The TMs were developed by clustering tasks which are coperformed by the same incumbents. Coperformance is a measure of how probable a task will be performed with another task, based upon the responses of surveyed personnel. For example, if an individual performs one nuclear weapons safety task, the probability is very high that he or she will perform other nuclear weapons safety tasks. Thus, the group of nuclear weapons safety tasks can be considered a "natural group" of associated or related tasks (see TM 0013) below). The statistical clustering generally approximates these "natural groupings."

The title of each TM is a best estimate as to the generic subject content of the group of tasks. The TMs are useful for organizing the task data into meaningful units and as a way to concisely summarize the extensive job data. However, TMs are only one way to organize the information. Other strategies may also be valid.

0001   STG271   OUTPATIENT FUNCTIONS

1	A1	Check expiration dates on pharmaceuticals
2	A2	Clean pharmacy equipment or glassware
3	A3	Clean pharmacy facilities
4	A6	Consult with professional staff to correct drug interactions, incompatibilities, or allergies
5	A7	Consult with professional staff to correct prescription or medication order inaccuracies
6	B26	Affix main or auxiliary labels to outpatient prescription containers
7	B27	Compare medications with labels and prescriptions
8	B28	Counsel patients or professional staff on dosage, usage, or storage of pharmaceutical preparations
9	B29	Dispense pharmaceutical preparations to patients
10	B31	Evaluate outpatient prescriptions for completeness and accuracy
11	B32	File outpatient prescriptions
12	B33	Fill outpatient prescription containers with medication
13	B35	Generate labels for outpatient prescription containers
14	B40	Receive and verify outpatient prescriptions
15	B41	Restock automated dispensing systems
16	D100	Rotate drug stocks to ensure freshness and potency

0002   STG234   MEDICATION ORDERS

1	A22	Screen medical orders for inaccuracies or errors
2	A23	Screen medication orders for drug interactions, incompatibilities, or allergies
3	C47	Compare medications with labels and medication orders

0003   STG091   COMPOUNDING FUNCTIONS

1	A13	Inspect or maintain integrity of emergency drugs
2	A14	Inspect or maintain security of emergency drugs
3	B30	Dispense specialty prescriptions, such as air-evacuation or self-medication prescriptions
4	B37	Maintain accountability for drugs dispensed from emergency rooms or clinics

0004	STG213	INPATIENT FUNCTIONS

1	C44	Affix main or auxiliary labels to inpatient medications
2	C45	Analyze inpatient reports, such as cart lists or unit dose lists
3	C46	Compare clinic stock orders against approved stock drug lists
4	C48	Compare nursing medication administration records with pharmacy patient profiles
5	C49	Deliver bulk orders
6	C50	Deliver unit dose carts
7	C51	Dispense bulk orders for controlled drugs
8	C52	Fill unit dose carts
9	C53	Generate inpatient reports, such as cart lists or unit dose lists
10	C54	Generate labels for inpatient medications
11	C55	Interpret bulk orders
12	C56	Maintain inpatient medication profiles
13	C58	Pick up or receive bulk orders
14	C59	Pick up or receive medication orders
15	C61	Update unit dose carts due to medication order changes
16	F128	Affix main or auxiliary labels to IV or total parenteral nutrition (TPN) products
17	F129	Clean IV rooms to maintain aseptic environment
18	F130	Clean laminar flow hoods using aseptic techniques
19	F131	Deliver sterile products to wards or clinics
20	F132	Destroy expired or unsuitable IV or TPN products
21	F133	Maintain patient profiles for sterile products
22	F134	Perform calculations necessary to prepare sterile products
23	F135	Perform personal aseptic procedures
24	F141	Prepare main or auxiliary labels for IV or TPN products
25	F142	Prepare piggyback solutions
26	F144	Prepare sterile injectable compounds, such as IV, intramuscular, or subcutaneous products
27	F146	Reconstitute injectables

0005	STG265	RESEARCHING FUNCTIONS

1	A18	Research compatibilities for compounding of nonsterile products
2	A19	Research compatibilities for compounding of sterile products
3	A20	Research stability information for compounding of nonsterile products
4	A21	Research stability information for compounding of sterile products

0006	STG149	SOLUTIONS/DILUTION FUNCTIONS

1	F136	Prepare eye drops
2	F137	Prepare hyperalimentations or TPNs using automated equipment
3	F138	Prepare hyperalimentations or TPNs, other than using automated equipment
4	F140	Prepare large-volume parenteral solutions
5	F143	Prepare sterile dilutions for neonatal patients
6	F145	Prepare sterile irrigating solutions

1	A5	Conduct scheduled security checks with security police
2	D62	Adjust stock levels
3	D63	Advise medical staff on drug stock status
4	D64	Advise satellite units, clinics, or stations on supply problems
5	D65	Analyze stock status reports
5	D66	Coordinate destruction or return of unserviceable controlled drugs with destruction officers or appropriate agencies
6	D67	Coordinate reports of survey for controlled substances with appropriate agencies
7	D68	Coordinate supply-related matters with appropriate agencies
8	D69	Coordinate maintenance of equipment with appropriate agencies
9	D72	Identify drug sources using commercial publications, such as red books or wholesale catalogs
10	D73	Identify drugs using Air Force Medical Materiel Listings (AFMMLs)
11	D74	Identify drugs using microfiche, Medical Catalogs (MEDCATs), or Product and Price Comparison (PPC) Listings
12	D75	Identify drugs using National Drug Codes (NDCs)
13	D76	Identify drugs using National Stock Numbers (NSNs)
14	D77	Identify and report equipment or supply problems
15	D78	Implement instructions contained in AFMMLs
16	D79	Initiate letters of justification for supply-related matters
17	D80	Initiate requisitions for drug supplies
18	D81	Initiate requisitions for equipment, tools, parts, or supplies, other than drug supplies
19	D82	Inspect incoming supplies or equipment for identity, quantity, quality, or damage
20	D83	Inventory controlled drugs manually
21	D84	Inventory equipment, tools, parts, or supplies, other than drug supplies
22	D85	Inventory noncontrolled drugs manually
23	D87	Maintain automated controlled drug inventories
24	D93	Prepare emergency supply requisitions
25	D94	Prepare requests for issue or turn in of supplies or equipment
26	D95	Receive controlled drugs
27	D96	Receive items requiring special handling, such as biologicals, investigational drugs, or flammable items
28	D97	Return unserviceable pharmaceutical drugs to appropriate agencies
29	D98	Review backorder reports
30	D99	Review high-cost drug lists
31	D101	Separate bulk pharmaceuticals or items requiring special handling for storage
32	D102	Store bulk pharmaceuticals
33	D103	Store controlled drugs
34	D104	Store equipment, tools, or parts
35	D105	Store items requiring special handling, such as biologicals, investigational drugs, or flammable items
36	D106	Suspend unsuitable items, such as expired or recalled drugs, from use
37	H185	Advise personnel other than medical staff on drug information
38	H215	Direct inventory of controlled drugs
39	H255	Maintain prescription files for controlled drugs
40	H256	Maintain prescription files for noncontrolled drugs

0008	STG039	COMPUTER OPERATIONS

1	G147	Bring computer systems on-line using central processing units (CPUs)
2	G152	Coordinate system malfunctions with civilian computer support personnel
3	G153	Coordinate system malfunctions with military computer support personnel
4	G155	Create ad hoc reports
5	G156	Create electronic mail (e-mail) groups
6	G159	Establish user define key (UDK) libraries
7	G161	Generate ad hoc reports
8	G162	Generate drug utilization review (DUR) reports
9	G166	Maintain computer system security
10	G167	Maintain e-mail groups
11	G169	Maintain UDK libraries
12	G178	Produce computer-generated reports, such as workload statistics or prescription logs
13	`G180	Take down systems
14	G181	Update drug data bases
15	G182	Update patient information centers

0009	STG202	NCOIC FUNCTIONS

1	H187	Assign personnel to work areas or duty positions
2	H190	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops
3	H195	Conduct supervisory performance feedback sessions
4	H197	Conduct supervisory orientations for newly assigned personnel
5	H199	Counsel subordinates concerning personal matters
6	H203	Determine or establish work assignments
7	H209	Develop or establish work methods or procedures
8	H210	Develop or establish work schedules
9	H227	Establish performance standards for subordinates
10	H237	Evaluate personnel for compliance with performance standards
11	H238	Evaluate personnel for promotion, demotion, reclassification, or special awards
12	H240	Evaluate work schedules
13	H248	Inspect personnel for compliance with military standards
14	H249	Interpret policies, directives, or procedures for subordinates
15	H272	Schedule work assignments or priorities
16	H274	Supervise military personnel
17	H277	Write performance reports or supervisory appraisals
18	H279	Write recommendations for awards or decorations

0010	STG219	TRAINING (OJT)

1	H263	Plan pharmacy in-service training for pharmacy personnel
2	I286	Conduct OJT
3	I287	Conduct pharmacy in-service training for pharmacy personnel
4	I295	Evaluate personnel to determine training needs
5	I299	Evaluate progress of trainees
6	I301	Maintain training records or files

0011	STG194	SUPERINTENDENT FUNCTIONS

1	H211	Direct administrative functions
2	H233	Evaluate job or position descriptions
3	H234	Evaluate job-related suggestions
4	H241	Evaluate workload requirements
5	H247	Initiate actions required due to substandard performance of personnel
6	H276	Write job or position descriptions

0012	STG183	INSTRUCTOR FUNCTIONS

1	I292	Develop performance tests
2	I293	Develop training materials or aids
3	I298	Evaluate effectiveness of training programs, plans, or procedures
4	I300	Inspect training materials or aids for operation or suitability
5	I302	Personalize lesson plans
6	I305	Procure training aids, space, or equipment
7	I307	Write test questions

0013	STG075	COMPUTER MAINTENANCE

1	G149	Connect interfaces
2	G160	Evaluate utility of software programs
3	G163	Install system hardware
4	G164	Isolate downtime system failures
5	G165	Isolate system malfunctions
6	G168	Maintain logs of computer system downtimes
7	G170	Manage ancillary software programs
8	G171	Manage system hardware or related functions

0014	STG032	MEDICAL READINESS

1	K330	Assemble surgical tents
2	K331	Assemble tents, other than surgical tents
3	K332	Assist with identification of patients under field conditions
4	K334	Conduct medical readiness training
5	K335	Control hemorrhage using digital pressure
6	K336	Control hemorrhage using pressure dressings
7	K337	Control hemorrhage using tourniquets
8	K338	Count and record pulse rates
9	K339	Count and record respiration rates
10	K345	Initiate treatment for closed wounds
11	K346	Initiate treatment for fractures
12	K347	Initiate treatment for injuries from chemical agents
13	K348	Initiate treatment for open wounds
14	K349	Initiate treatment for patients in shock
15	K350	Initiate treatment for patients with dizziness
16	K351	Initiate treatment for thermal injuries or heat disorders

17	K352	Initiate treatment for first-degree burns
18	K353	Initiate treatment for second-degree burns
19	K354	Initiate treatment for third-degree burns
20	K356	Irrigate wounds
21	K357	Load or unload patients on patient transportation vehicles
22	K358	Maintain sanitary field environment
23	K360	Operate emergency vehicles, such as ambulances
24	K361	Operate field communications systems
25	K364	Pack wounds
26	K366	Participate in chemical warfare confidence exercises
27	K367	Perform patient carries using hand-method
28	K368	Perform patient carries using litter-method
29	K370	Perform triage
30	K372	Perform immediate medical casualty care, such as basic cardiac life support
31	K377	Set up or tear down isoshelters
32	K379	Transfer litter patients