

### Class Concept

Employees in this class are responsible for the supervision of pharmacy technicians. Responsibilities include reviewing the provider medication order and the patient medication profile, selecting the appropriate drug, counting/preparing the prescribed amount of medication dosage units, proofing for errors, and staging the filled prescription for end product verification by a pharmacist. Employees will be responsible for ensuring adequate staffing; determining work flow; providing liaison between professional and technical staff; and participating in all personnel related functions including the approval of administrative leave, training, and orientation, performance appraisal, and selection of new employees. Employees may have the responsibility of serving on one or more of the following specialty teams: automation team, drug recovery team, drug procurement team, or replenishment of ancillary medication stock team. Employees also ensure compliance with all applicable department policies and procedures, DEA, and NC Board of Pharmacy rules and regulations. Work is performed under the direction of a pharmacist supervisor.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of medical and pharmacy terminology; processing techniques; regulations governing pharmacy practice; and pharmaceutical drugs and formulas
- Thorough knowledge of pharmaceutical drugs and formulas.
- Knowledge of computer software including, but not limited to the pharmacy information system.
- Thorough knowledge of chemical procedures used to compound, reconstitute and dilute drugs.
- Ability to check work for accuracy before completion of tasks.
- Knowledge of pharmacy automation systems including, but not limited to automation in pharmacy and on the Patient Care Units.
- Knowledge of safe handling of pharmaceutical waste and hazardous pharmaceuticals.
- Ability to prepare sterile and non-sterile compounds accurately with limited supervision.
- Ability to assist to maintain appropriate inventory of medications and/or controlled substances.
- Ability to instruct and train employees, students, faculty and/or other clients by providing information, including appropriate procedures, practices and/or operation of equipment.
- Ability to convey information clearly and concisely to individuals or groups either verbally or in writing to ensure that they understand the information and the message.
- Ability to establish and document new procedures
- Ability to develop and monitor quality control programs
- Ability to resolve technical problems
- Ability to listen and respond appropriately to others.

#### Minimum Education and Experience

Certified as a Pharmacy Technician and one year of experience as a Pharmacy Technician

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.