

### Class Concept

Employees in this class assist pharmacists in providing technical pharmacy services by processing and preparing physician's medication orders. Work is performed in a pharmacy and/or outpatient clinic setting. Work may include screening and preparing physician's medication orders; preparing, packaging and affixing medication labels; recording data on patient profiles; preparing drugs, chemicals and other pharmaceutical products; and maintaining inventory. Work may include nursing station inspections, providing instruction and/or supervision to others. Work may include use, maintenance and troubleshooting of pharmacy automation systems. Work is performed under the supervision of a licensed Pharmacist.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Basic knowledge of medical and pharmacy terminology and processing techniques.
- Basic knowledge of federal and state laws, rules and regulations regarding pharmacy services.
- Working knowledge of pharmaceutical drugs and formulas.
- Working knowledge of pharmacy automation systems.
- Working knowledge of safe handling of pharmaceutical waste and hazardous pharmaceuticals.
- Considerable knowledge of chemical procedures used to compound, reconstitute and dilute drugs.
- Ability to prepare prescriptions and admixture solutions accurately with limited supervision.
- Ability to make accurate observations concerning drug qualities and quantities and to label drugs accurately.
- Ability to maintain appropriate inventory of medications and/or controlled substances.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively in oral and written form.

#### Minimum Education and Experience

Completion of an accredited nine-month Pharmacy Technician program; or

High school diploma or General Educational Development diploma and one year of pharmacy-related experience; or an equivalent combination of education and experience.

Some positions may require certification as a Pharmacy Technician.