

PHARMACY TECHNICIAN

This is skilled pharmacy support work in processing, preparing, and filling physician's medication orders within a state institution, university, hospital, or local, human services agency pharmacy department. Work is performed in the areas of central distribution, intravenous admixture, compounding, or in an infirmary or clinic. Employees are responsible for screening and preparing physician's medication orders, recording data on patient profiles, and issuing drugs, chemicals and other pharmaceuticals products. Work is performed under the direct technical supervision of a licensed pharmacist and administrative supervision of a pharmacy technician supervisor or professional pharmacist. In some settings, employees may screen clients for eligibility collect fees, and prepare statistical reports. Work may include other related tasks as determined by management. Employees may report to a pharmacy technician supervisor or licensed pharmacist.

I. DIFFICULTY OF WORK:

Complexity - Employees receive medication orders, screen orders for accuracy, resolve questions in consultation with licensed pharmacist, and fill medication orders. Work requires employees to check expiration dates and storage of medications; perform inventory maintenance of regular medications and/or controlled substances; fill medication cards and emergency cabinets for distribution to patient wards; and prepare intravenous and other sterile products. Employees may also be required to manufacture antiseptics, circulating fluids, and prepackage unit dose medications. Employees may also provide a general orientation to new employees or serve as a lead worker to provide technical advice to other pharmacy technicians.

Guidelines - Procedure manuals and specific guidelines are available during performance of duties and responsibilities. Any unusual deviations from the normal work process are referred to higher-level pharmacy personnel.

II. RESPONSIBILITY:

Accountability - Employees must accurately complete the preparation of a wide variety of medications, using aseptic techniques in I. V. admixture and other areas where indicated. Employees enter medication information into patient profile, enter information on the computer, and prepare and label medication. Employees may be responsible for inventory maintenance, ordering stock to maintain adequate supplies. In large work units, employees may also be responsible for prioritizing work of other technicians and resolving daily work process functions.

Consequence of Action - Inaccurate filling of prescriptions and, if aseptic technique is not followed, contamination of I. V. solutions could cause serious medical complications or could result in an inappropriate or lack of treatment for the patient.

Review - Work is reviewed in progress and upon completion by a licensed pharmacist who checks prepared medications or solutions against physician's order. Employees receive administrative review from higher-level pharmacy personnel.

III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Most work processes are discussed with pharmacy personnel. Information provided to patients concerning administration of medications is basic in nature with any technical or detailed information being provided by a licensed pharmacist. Employees are knowledgeable of all drugs on the formulary and independently fill medication orders and resolve routine problems surrounding medication orders.

Purpose - Discussions with pharmacy personnel are usually to receive information concerning medication preparation, dispensing and administrative matters. Discussions with patients are to provide instructions on how to administer and/or store medications. Orientation and training may be provided to new technician employees.

IV. WORK ENVIRONMENT:

Nature of Working Conditions - Work is performed in a pharmacy and patient areas where conditions are generally agreeable.

Nature and Potential of Personal Hazards - Employees may be exposed to chemicals and radioactive substances on a very limited basis which could be considered potentially dangerous.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - General knowledge of medical and pharmacy terminology and processing techniques; general knowledge of pharmaceutical drugs and formulas; general knowledge of chemical procedures used to compound, reconstitute and dilute drugs. Ability to fill prescriptions and prepare admixture solutions accurately with limited supervision; ability to make accurate observations concerning drug qualities and quantities and to label drugs correctly as to type and strength; ability to understand and follow oral and written instructions. Ability to communicate effectively in oral or written forms.

Minimum Education and Experience - Completion of a nine-month Pharmacy Technician program or graduation from high school and one year of pharmacy-related experience; or an equivalent combination of education and experience.

Minimum Education and Experience for a Trainee Appointment - Graduation from high school.