

DESCRIPTION: Under the direct supervision of a licensed pharmacist, performs technical work assisting a licensed pharmacist in processing prescriptions for distribution to clients/patients of a state facility; performs related work as required.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first of two levels in this para-professional series (Pharmacy Technician and Pharmacy Inventory Technician). This level is distinguished from the Inventory Technician class by its focus on preparing medications for distribution to patients, whereas the Inventory Technician is focused on operating a pharmacy storeroom (ordering/maintaining an adequate supply/inventory of medications needed to fill the prescriptions and destruction of outdated/unusable medications).

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Checks for outdated medications and removes them from usable inventory.

Assists pharmacist in filling prescriptions and prepares medication for distribution to residents and outpatients; all medications are checked by a licensed pharmacist before distribution.

Delivers all medications to living units and ensures proper safety and security measures are observed throughout the delivery process.

Operates unit-dose packaging systems.

Maintains accurate counts of controlled substances and ensures proper record-keeping of all transactions related to controlled substances.

Prepares floor-stock and controlled substance items pursuant to requests for said items.

Inspects medication rooms for adequacy of drug stock, inspects pharmaceuticals for proper labeling and storage, expiration dates, sanitary conditions and security measures.

Assists in annual inventory of all medication.

Prepares medications for discharges and outpatients, maintains prescription files and packages medications for delivery via postal service.

Performs various clerical duties related to pharmacy.

Provides patient profile information to nursing staff upon request.

Serves as a liaison between pharmacist staff, computer software companies and drug wholesalers to resolve problems.

Performs routine housekeeping duties to maintain sanitary conditions of the pharmacy.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: principles, practices and standards of pharmacy operations; functions of support pharmacy personnel; inventory procedures; metric system; math; basic chemistry; pharmaceutical terminology and abbreviations.

Ability to: maintain effective working relationships with physicians, employees and patients; organize and carry out work assignments; communicate effectively with staff, patients and the public; follow orders and written directions; operate various office and pharmacy equipment; maintain pharmaceuticals and related supplies.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process must request this in advance.)

At least 18 years of age; high school diploma or equivalent; no misdemeanor or felony conviction of non-alcohol, drug related crimes.

SPECIAL NOTES:

Must be registered by the Department of Health and Human Services, Public Health Division as a pharmacy technician OR application for registration must be made within 30 days of employment.

State agencies are responsible to evaluate each of their positions to determine overtime eligibility status as required by the Fair Labor Standards Act (FLSA).