

DESCRIPTION: Under immediate/general supervision of a licensed pharmacist, operates a pharmacy storeroom; orders, receives, stores and maintains inventory control of all pharmaceuticals handled; assists the pharmacist with preparation, compounding, dispensing, and distribution of drugs or devices; performs related work as required.

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(ordering/maintaining an adequate supply/inventory of medications needed to fill the prescriptions and destruction of outdated/unusable medications), whereas the Technician is focused on preparing medications for distribution to patients.

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.)

Orders drugs from the wholesaler to ensure a sufficient stock.

Receives orders and checks the invoice against the order and physically inventories the shipment to make certain there are no shortages and the ordered items were received.

Maintains optimal inventory of all drugs in the pharmacy, avoiding shortages, overstocking and drug deterioration.

Types and maintains updated data, including pricing and package sizes, into the pharmacy software system to ensure accurate charges/billing.

Collects information on drug recalls, inspects stock for affected lots and follows proper procedure for alerting staff and returning medication to manufacturer.

Removes outdated drugs from usable inventory and prepares them for return to manufacturer for refunds.

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

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

Performs related clerical work to keep accurate records.

Assists in annual inventory of all medication.

Cleans and maintains work areas to maintain sanitary conditions in the pharmacy.

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

Knowledge of: metric system measures, both liquid and solid; basic pharmaceutical nomenclature; the meaning and use of Roman numerals; Latin abbreviations used for dosages and directions to patients; basic medical terms relating to ailments, diseases, or infirmities; statutes, rules, and regulations governing the preparation, compounding, dispensing and distribution of drugs and devices; pharmaceutical recordkeeping; pharmaceutical technology and abbreviations; math; basic chemistry; principles, practices and standards of pharmacy operations; functions of supportive pharmacy personnel; control procedures and guidelines; and inventory control.

Ability to: communicate effectively; follow orders and written directions; maintain pharmaceuticals and related supplies; operate automated dispensing systems; operate automated recordkeeping/ordering systems; operate office machines; interact with residents in a tactful and empathetic manner; organize and carry out work assignments; maintain effective working relationships with physicians, employees and patients.

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

Must be at least 18 years of age; have high school diploma or equivalent; no misdemeanor or felony convictions of any 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 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).