

PHARMACY TECHNICIAN SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
4058	Pharmacy Technician I	12	446	6 mo.	02/15/04	Revised
4059	Pharmacy Technician II	12	446	6 mo.	02/15/04	Revised
4060	Pharmacy Technician III	12	446	6 mo.	02/15/04	Add

Promotional Line: 38

Series Narrative

Pharmacy Technicians assist and support Pharmacists in the delivery of pharmaceutical care to patients. Pharmaceutical care includes gathering the appropriate medications, entering data into a computer system, compounding the medication, verifying appropriate stock, assigning prices, and other duties related to dispensing medication to a patient. Additionally, Pharmacy Technicians operate the automated systems that fill medication orders, generate computer patient profiles, and update computer order systems. Higher level Pharmacy Technicians assist in the training, supervising, and managing of lower level technicians. All Pharmacy Technicians work under the direct supervision of a Registered Pharmacist.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Pharmacy Technician I **4058**

Employees at this level perform basic pharmaceutical duties. They work under direct supervision of Registered Pharmacists and may be managed by higher level Pharmacy Technicians.

A Pharmacy Technician I typically, in accordance with established procedures –

1. assists in preparing prescriptions by selecting the pharmaceutical or accessory from stock; counts, pours, reconstitutes or compounds, packages, and labels the product as required
2. maintains, replenishes, and keeps up-to-date inventory of medications, accessories
3. prices prescriptions and pharmaceutical accessories; performs cashiering functions, as required
4. performs basic aseptic techniques and pharmaceutical calculations
5. recognizes normal dose ranges and notifies appropriate staff
6. performs other related duties as assigned

Level II: Pharmacy Technician II**4059**

Employees at this level are experienced Pharmacy Technicians who may assist in managing and training Pharmacy Technician I's and perform a variety of more technologically advanced pharmaceutical duties and record keeping. They work under direct supervision of Registered Pharmacists and/or higher level Pharmacy Technicians.

A Pharmacy Technician II typically –

1. prepares and labels intravenous admixtures, the reconstitution of injectables, and the preparations of irrigation solutions including parental nutrition and cancer chemotherapy in a cleanroom environment; operates automated equipment in cleanroom
2. prepares and maintains files pertaining to a decentralized unit-dose system, physician's order sheets, patient profiles, medication administration aids, intravenous work-load statistics, patient charting information, and charge files
3. maintains, replenishes, and keeps up-to-date inventory of medications, accessories, and federally controlled drugs
4. compiles department statistics
5. operates and maintains the Automated Pharmacy System
6. performs non-formulary billing functions, as well as validates reports and processes corrections
7. compounds dosage forms not available from manufacturer
8. performs duties of a Pharmacy Technician I, as required
9. performs other related duties as assigned

Level III: Pharmacy Technician III**4060**

Employees at this level perform complex, specialized pharmaceutical duties and/or are assigned leadership roles in departmental projects and programs. They work under the direct supervision of Registered Pharmacists.

A Pharmacy Technician III typically –

1. assigns and evaluates non-professional work activities of Pharmacy Technicians and students
2. prioritizes daily work flow
3. recognizes normal ranges of medication and initiates corrective action immediately

4. ensures that all records, reports, and patient profiles are accurately maintained
5. participates in hiring and retention recommendations
6. provides staffing for specialized areas, i.e. Operating Rooms
7. directs the maintenance of the Automated Pharmacy System and maintains software upgrades
8. assists in the instruction/training of Pharmacy Technicians and other healthcare staff (such as Nurses or Medical Residents)
9. ensures proper handling, storage and accountability records of all experimental/research drugs, in accordance with regulatory agency guidelines
10. updates drug databases
11. compiles statistical data relating to the operation of the department
12. performs duties of a Pharmacy Technician II, as required
13. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Pharmacy Technician I

4058

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Current registration as a Pharmacy Technician with the State of Illinois.
2. a) Successful completion of a six-month formal training program in technical, non-professional pharmaceutical procedures and practices

OR

- b) Six months of work experience in technical, non-professional pharmaceutical procedures and practices.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Effective interpersonal communications skills.
2. Skill in the calculation of basic pharmaceutical problems.
3. Basic computer/keyboarding skill.
4. Ability to organize daily work.
5. Ability to use pharmaceutical equipment effectively.
6. Ability to interact well with patients and healthcare personnel.
7. Ability to maintain accurate cash records and reports.
8. Ability to follow written and verbal instructions.
9. Knowledge of procedures to be followed in the storage of drugs, rotation of stock and checking and verification of expiration dates.
10. Knowledge of aseptic techniques for specialty products.
11. Skill in aseptic techniques.
12. Skill in accurate measurement of liquids.

Level II: Pharmacy Technician II**4059**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Current registration as a Pharmacy Technician with the State of Illinois.
 2.
 - a) Successful completion of a six-month formal training program in technical, non-professional pharmaceutical procedures and practices
- OR
- b) Six months of work experience in technical, non-professional pharmaceutical procedures.
 3. One year of work experience comparable to that gained at the Pharmacy Technician I level.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Basic knowledge and skill in operating and maintaining pharmacy automated equipment.
2. Knowledge of automated equipment and aseptic techniques for specialty products in a cleanroom.
3. Knowledge of chemotherapy preparation and safety precautions.
4. Basic knowledge of packaging equipment.
5. Skills in preparation and labeling of pharmaceuticals, solutions, suspensions, and capsules.
6. Skills in exchange of medication drawers, preparation of medication drawers, and placement of unit dose packaged medications in patient's drawer.
7. Skills in preparation of setup assembly tray for each intravenous admixture and labeling of intravenous admixtures while working in a cleanroom.
8. Skill in reconstitution of injectable and irrigation solutions.
9. Skill in preparation of computer data entries pertaining to the unit dose system.
10. Ability to supervise and/or train others.
11. Ability to maintain accurate records and reports.
12. Ability to monitor reports and initiate follow-up if necessary.

Level III: Pharmacy Technician III**4060**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Current registration as a Pharmacy Technician with the State of Illinois.
2. a) Successful completion of a six-month formal training program in technical, non-professional pharmaceutical procedures and practices

OR

- b) Six months of work experience in technical, non-professional pharmaceutical procedures and practices.

3. Three (3) years of progressively more responsible work experience comparable to that gained at the Pharmacy Technician II level, which included one (1) year of lead worker duties.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Thorough knowledge of pharmaceutical classification of drugs and dosage range.
2. Thorough knowledge of procedures necessary for ordering drugs, storing drugs and rotating stock and medication recalls.
3. Knowledge of University Policies and Procedures.
4. Knowledge of medication supply sources and inventory maintenance/control.
5. Skill in the calculation of advanced pharmaceutical problems.
6. Skill in preparation of daily work reports.
7. Skill in patient record keeping and reports.
8. Supervisory skills, including scheduling, hiring, firing, training, and performance evaluations.
9. Ability to accurately interpret data, determine validity of results, and initiate corrective action immediately.
10. Ability to conduct quality assurance audits.