

Spec. Code: 4061
Occ. Area: 02
Work Area: 446
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 08/1/07
Last Action: Add

PHARMACY TECHNICIAN SPECIALIST

Function of Job

Employees at this level perform with significant level of responsibility, autonomy, and expertise allowed by state regulations. They assume a leadership role in the day-to-day facets of major Pharmacy department programs, such as Quality Assurance, Medication Drug Safety, or Investigational Drug Service (IDS). Pharmacy Technician Specialists work under administrative supervision of pharmacy management personnel.

These positions function in distinct and specialized areas.

Characteristic Duties and Responsibilities

A Pharmacy Technician Specialist typically-

1. performs with independence and authority all the day-to-day functions for a specific program.
2. conducts on-site audits to inspect satellite pharmacies, central pharmacy, clean room, ante room and/or patient floors on compliance and medication safety control issues, e.g., proper documentation and maintenance of all logs, storage, drug labeling and expirations, HIPAA.
3. collaborates in the review of regulatory compliance issues and standards through interdisciplinary hospital-wide committees, e.g., Medication System Review, IDS.
4. collects data with appropriate staff, e.g., physicians/pharmacists, to ensure complete information and maintain accurate and complete databases and logs.
5. designs, interprets, and prepares extensive reports on quality control issues, e.g., adverse drug reactions, medication errors, and recommends corrective plans to the appropriate hospital committee.
6. generates all billing statements for drug companies and investigators.
7. liaison to outside sources and regulatory agencies through frequent external contact with drug representatives/investigators, out-patients, and the FDA.
8. remediate and resolves issues through internal contact with a wide range of employee groups, such as central supply, pharmacists, pharmacy techs, pharmacy externs, nursing, risk management, quality assurance, infection control, IS, physicians, and other healthcare staff.

9. develops and maintains systems to organize the operations/work flow, such as color coding drug storage for the investigational drug service.
10. assesses, monitors, and suggests improvements to ensure the quality and safety of production and work flow.
11. develops protocols for auditing new and changing technological advancements.
12. develops and conducts extensive new employee orientation and retraining of pharmacy technicians.
13. establishes and monitors performance evaluations, performance standards, and performance evaluation processes and procedures used for lower level technicians.
14. recommends to management the selection, evaluation, discipline, and termination of technicians for assigned areas.
15. identifies, develops, implements, and tracks training and certification programs for pharmacy technicians and other healthcare staff.
16. orders stock, prepares, dispenses, and documents patients' medication, including restricted, investigational, immunosuppressive and chemotherapy drugs.
17. presents educational information to healthcare professionals through participation in conferences and Continuing Education programs.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Five (5) years experience of progressively more responsible experience comparable to that gained at the Pharmacy Technician III level

Often, employees performing these specialized duties will be qualified through the use of Specialty Factors specific to the program to which the position is assigned.

2. Current registration as a Certified Pharmacy Technician (CPhT) by the Pharmacy Technician Certification Board
3. Current State of Illinois Pharmacy Technician License

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB:

1. Knowledge of advanced pharmaceutical classification of drugs and dosage range
2. Knowledge of University policies and procedures
3. Knowledge of medication safety and inventory maintenance/control
4. Knowledge of planning and organizing complex work flow
5. Supervisory skills, including scheduling, hiring, firing, training, and performance evaluations

6. Skill in written and verbal communication
7. Analytical skills to determine process errors and find solutions