

PHARMACY TECHNICIAN

KIND OF WORK

Technical pharmaceutical work assisting a registered Pharmacist.

NATURE AND PURPOSE

An employee in this class assists a registered Pharmacist in a state institution by conducting routine clerical and technical tasks under supervision. Responsibility includes receiving and checking drug supplies, maintaining designated records, bulk compounding of drugs and maintaining files and inventories. All work is subject to review and supervision from the Pharmacist who retains ultimate responsibility for all duties performed.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assists in the bulk compounding of drugs.

Pre-packages routinely-used drugs and under supervision.

Receives and checks drug supplies to determine that those ordered are received.

Maintains inventories of drugs and medical supplies.

Cleans drug stockroom.

Maintains proper receiving and issuing records of barbituates, narcotics and special drugs for FDA reports under supervision.

Records drugs dispensed on the patient profile drug system.

Prepares and types purchase orders, requisitions, reports and labels.

Maintains necessary files.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Working knowledge of proper procedures in receiving, maintaining and distributing drugs.

Working knowledge of record keeping and maintaining inventories.

Working knowledge of biology and chemistry.

Ability to:

Make arithmetic calculations with speed and accuracy and to keep accurate records.

Type.

Est.: 8/70
Rev.:
Ckd.: 11/92

T.C.:
Former Title(s):