PHARMACY TECHNICIAN I

Definition

Under direct supervision, performs assigned tasks in the operation of the Pharmacy.

Distinguishing Characteristics

This is the entry level of the Pharmacy Technician flexible series. Incumbents are registered Pharmacy Technicians and perform routine duties in Pharmacy practice. Promotion to Pharmacy Technician II is dependent upon current registration as a Pharmacy Technician by the California Board of Pharmacy, recommendation of the Department Head and approval by the Director of Personnel.

Essential Functions

• Refills physician's orders by placing patient's medications in individual drawers in medication carts; refills other medication requests from nursing units; prepares individualized unit dose preparations for patients; performs manual filing functions.

• Fills requests from nursing units for floor stock medications and charges items to that unit; delivers controlled substances to requesting nursing units.

• Retrieves physician's order copies from nursing units and returns medications to the proper unit.

• Assists in the control and storage of inventory; notes items which appear to be low in level; receives and unpacks incoming stock and places it on the shelves; removes unacceptable or expired medication from inventory for return or discard.

• Cleans and cares for equipment, carts, medications and Pharmacy fixtures and automated pharmacy equipment.

• Maintains patient medication profiles by properly charging and crediting computer system for inpatients and outpatients.

• Receives prescriptions from outpatients, enters data into computer system and assists pharmacist with record keeping and charging/crediting; assists in dispensing completed prescriptions to outpatients or discharge patients.

• Fills orders using automated dispensing devises and completes basic functions, such as filling cells (outpatient), filling/removing items in MedStations (PYXIS); performs report checking/resolves discrepancies and performs basic trouble shooting.
Essential Functions (Continued)

- Reduces bulk medications into unit dose or unit of use packaging with proper labeling and lot numbers; assists in simple labeling and simple dilutions.
- Prepares sterile solutions using aseptic technique manually and with automated equipment.
- Operates hospital information system for printing fill lists for cart filling, ambulatory prescriptions, charges, and label printing.

Other Functions

- Performs other related duties as assigned.

Employment Standards

- Current registration by the California Board of Pharmacy as a Pharmacy Technician.
- Possession and maintenance of a current American Heart Association Healthcare Provider Basic Life Support (BLS) card. Appointees not possessing the BLS card must successfully complete appropriate training and qualify for the BLS card within 60 days of employment.
- Knowledge of: non-professional pharmacy practices for inpatient and ambulatory care; restrictive nature of medications and controlled substances; aseptic techniques in the preparation of sterile products; laboratory techniques and inventory procedures including process, expiration and limited stability dates.
- Ability to: read and understand prescriptions and chart orders for medications and related information; perform mathematical calculations for reducing bulk medications, diluting medications and transposing American and Metric systems; process charges for medications and related services; operate a computer; work with health professionals and patients; understand and follow oral and written instructions.

Revised
January 2004
#1595
JS1595