

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Pharmacy Technician
Department: Health
Revised : July 2004

Class : Technician
FLSA : Non-exempt

This job description supersedes any prior description for the Pharmacy Technician classification.

GENERAL DESCRIPTION

Skilled pharmacy support work assisting the contract pharmacist(s) in providing pharmacy services for the health department pharmacy and eligible clients. Employee receives and maintains inventory of medications, vaccines, and other pharmaceutical supplies and performs technical and clinical duties as directed by the contract pharmacist(s) in accordance with the Drug Enforcement Agency and North Carolina pharmacy laws. Direct technical supervision is received from the health department's contract pharmacist(s) and from an administrative superior who reviews work through periodic conferences and analysis of work completed.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Assists the contract pharmacist(s) in providing pharmacy services for the health department pharmacy and eligible clients.

Receives and maintains inventory of medications, vaccines, and other pharmaceutical supplies; assures proper inventory, storage, tracking, dispensation and delivery of pharmaceuticals.

Performs technical and clinical duties including counting, packaging, refilling, pouring and/or mixing of medications as ordered and appropriate; packages medications and prepares medication logs for the contract pharmacist to review and dispense.

Prepares labels and signature logs.

Delivers medications to clients at the health department.

Assists clients and members of the public in completing indigent medication applications.

Assures all work performed is under the supervision of the pharmacist as required by the Drug Enforcement Agency and North Carolina pharmacy laws.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

Job Title: Pharmacy Technician

Page : 2

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of medical and pharmacy terminology, pharmacy protocols, techniques and practices, and medication processing.

General knowledge of pharmaceutical drugs and formulas.

General knowledge of chemical procedures used to compound, reconstitute, and dilute drugs.

Knowledge of various office computer software programs including pharmacy inventory and processing software.

Ability to fill prescriptions and prepare admixture solutions accurately.

Ability to ascertain drug qualities and quantities and to label drugs correctly.

Ability to interpret and follow oral and written instructions.

Ability to communicate effectively both orally and in writing.

PHYSICAL REQUIREMENTS

Work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school and completion of a nine-month Pharmacy Technician program; or a high school diploma and one year of pharmacy-related experience; or an equivalent combination of education and experience.

**This job description does not create an employment contract,
implied or otherwise.**