

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV98632
Job Class Code:	580	Salary Schedule:	ASRRPHTCH
EEO Category:	05	Grade:	12
Workers Comp Code:	8833		

Job Code Established:	09/10/80	Effective Date:	
Job Code Revised:	05/26/01	Effective Date:	
Job Code Revised:	01/26/05	Effective Date:	01/26/05

JOB CODE SERIES: Medical and Related Technical Series

JOB CODE TITLE: PHARMACY TECHNICIAN

HRIS TITLE: PHARMACY TECH

CHARACTERISTICS OF THE CLASS: Under direct supervision of a registered pharmacist, is responsible for work of average difficulty performing para-professional pharmaceutical work which does not require licensure, assisting pharmacists providing drug distribution services; and performs related work as required. This is the journey or fully operating level. It is distinguished from the Pharmacy Technician Trainee by the assignment of advanced pharmacy technician duties and responsibilities obtained through the Pharmacy Technician Certification. Work at this level is more varied, complex and/or involves greater responsibilities in performing a broad range of supportive duties. Work is performed in accordance with established policies and procedures.

EXAMPLES OF DUTIES: Assists pharmacist in the operation of a facility pharmacy; interprets patient drug profiles; stocks or replenishes medications in Unit Dose drawer; operates packaging equipment for unit dose or prepackaged dispensing system; prepackages sterile injectible medications; prepares standard stock solutions; assists pharmacist in preparation of prescriptions; reconstitutes drug injectibles or oral medications when required; types medication labels and delivers to pharmacist for affixing; delivers medicines and drugs to various facility units; maintains drug and supply inventory records; orders supplies to maintain level of stock; checks incoming supplies for breakage or spoilage and segregates, labels and stores pharmaceutical supplies; reviews pharmacy stock for expired drugs; maintains records of prepackaged drugs and drugs dispensed; may coordinate and review Pharmacy Technician Trainee activities; performs work as required.

WORK CONDITIONS: The work is generally performed in an office setting, with the occasion to travel to other office locations.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: standard pharmacy policies and procedures relating to the receipt, checking, storage and delivery of pharmaceuticals; pharmaceutical record keeping; basic pharmaceutical terminology, weights and measures and sterilization techniques.

Ability to: follow specific written and oral instructions; perform mathematical calculations accurately; distinguish subtle differences in pharmaceutical terminology; ability to type.

Experience and Education: Any combination of training and experience that meet the knowledge, skills and abilities (KSA's).

Skill in: the use of pharmaceutical apparatus, instruments and equipment.

SPECIAL SELECTION FACTORS: Must possess a pharmacy technician license issued by the Arizona Board of Pharmacy at time of appointment. Pre-placement physical required.