

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Pharmacy Technician, Senior (Certified)

Class Code: 3363

Pay Grade: 111

GENERAL CLASS DESCRIPTION: Provides specialized support to a pharmacy service area. Under general supervision by a pharmacist, coordinates and performs as necessary the technical activities of a pharmacy service area. Under general supervision by a technician supervisor carries out activities associated with training and coordination of pharmacy technicians. Provides supervision of pharmacy technicians.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Performs specialized activities unique to an area that require additional training or expertise. For example:
 - maintains computer databases and tests computer software
 - resolves complex billing issues
 - maintains specialized computer based dispensing equipment such as CII Safe, Homerus Robot, ScriptPro robot, etc.
2. Coordinates daily functions of pharmacy technicians to meet service needs as identified by the pharmacist.
3. Provides supervision to pharmacy technician.
4. Serves as in-charge person of work area in the absence of the pharmacist; determines priorities, and triages questions and needs.
5. Provides orientation and on-the-job training of new pharmacy technicians. Provides instruction, evaluates performance, and follows up on training needs. Provides input into performance evaluations.
6. Assists with interviewing pharmacy technician candidates and checking references, provides input on evaluation of candidates.
7. Provides classroom instruction to new pharmacy technicians in the absence of the Pharmacy Technician Supervisor.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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8. Coordinates maintenance of area equipment and facility. Coordinates ordering of supplies. Coordinates handling/disposition of records, and necessary documentation of quality assurance activities.
9. Assists with inventory management and medication recall activities.
10. Checks products prepared by other pharmacy technicians (tech check tech, intermediate checks, etc.) as permitted by Iowa law.
11. Assists with implementation of new services and/or development of new procedures.
12. Maintains competency and performs as needed all duties and responsibilities of a Pharmacy Technician (Certified).

KNOWLEDGES, SKILLS, AND ABILITIES:

1. Knowledge of the metric system.
2. Knowledge of drug and medical nomenclature.
3. Knowledge of most common drugs and their uses and usual doses.
4. Knowledge of the computerized pharmacy medication order entry system.
5. Knowledge of aseptic technique for preparing sterile products.
6. Ability to use various equipment including computers, typewriters and pharmaceutical packaging equipment.
7. Ability to use computer keyboard to interpret written physician orders into the computerized medication order entry system.
8. Ability to interpret the physician's orders.
9. Ability to interpret physician's orders into patient specific labels for self-administration of medication.
10. Ability to perform drug calculations.
11. Ability to work safely and willingness to comply with special safety and health precautions.

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12. Ability to lift, stand for an entire shift as required, and deliver medications to meet standard and emergent patient care requirements according to department policies and procedures.
13. Ability to maintain accurate records and responsibility for controlled substances.
14. Ability to maintain inventory of drugs and supplies.
15. Ability to use pharmaceutical compounding equipment for compounding sterile and non-sterile products.
16. Ability to train and direct the work of the pharmacy technician and clerical staff.
17. Ability to assist with administrative and supervisory activities including preparation of performance evaluations and planning of new programs or services.
18. Ability to maintain effective working relationships.
19. Ability to effectively communicate orally and in writing.
20. Ability to carry out specialized activities required for specific area of practice, such as maintenance of specialized computer database, resolution of billing issues, or maintenance of specialized dispensing equipment.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. High school graduation including a general mathematics course, or the equivalent;
2. Ability to type a minimum speed of 15 net words per minute;
3. Experience Requirement:
 - a. Four years of experience as a pharmacy technician including at least one year of experience as a Pharmacy Technician (Certified) or equivalent position, or
 - b. Four years of experience in a position directly related to the natural sciences, or
 - c. Four years post high school education in the natural sciences or related area, or
 - d. A combination of related experience and related post high school education to equal four years.
4. National certification as a certified pharmacy technician by a National Commission for Certifying Agencies (NCCA) accredited pharmacy technician certification program and examination is required. Must meet ongoing education requirements and maintain certification.

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Note: Per Board of Pharmacy Regulations (657 – Chapter 3, Pharmacy Technicians):

1. A pharmacy technician must register with the Board of Pharmacy within 30 days of employment.
2. Effective July 1, 2009, all pharmacy technicians must be certified within one year of employment.

REVISION EFFECTIVE: July 1, 2009

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