

Class Title: Senior Pharmacy Technician (Certified)

Class Code: 3363

Pay Grade: 112

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).

KNOWLEDGE, 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 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 physician's orders into patient specific labels for self-administration of medication.
9. Ability to perform drug calculations.
10. Ability to work safely and willingness to comply with special safety and health precautions.
11. 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.

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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. Registered with the Pharmacy Board at the time of hire.
2. National certification through the Pharmacy Technician Certification Board (PTCB) or the National Healthcareer Association (NHA). Must meet ongoing education requirements and maintain certification.
3. High school diploma or the equivalent.
4. Any combination of four years of post-high school experience and/or education in the natural sciences or four years of experience as a pharmacy technician.

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REVISION EFFECTIVE: January 1, 2023