

# BOARD OF REGENTS STATE OF IOWA

## REGENT MERIT SYSTEM

**Class Title:** Pharmacy Manufacturing Technician I

**Class Code:** 3381

**Pay Grade:** 407

### **GENERAL CLASS DESCRIPTION:**

Under the direct supervision of a Pharmacy Manufacturing Technician II or III, Pharmacy Technician Supervisor, or other designated Professional staff, performs the processes used in the manufacture of human and veterinary pharmaceutical dosage forms.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Acquires and delivers raw materials and supplies to be used in the manufacture of the drug products.
2. Weighs, mixes, blends, dries, filters, assembles, cleans, inspects, labels, and packages the final product.
3. Utilizes aseptic technique in horizontal and vertical flow hoods to prepare sterile products, including schedule I, II, III, IV, & V controlled substances and cytotoxic compounds.
4. Prepares solid dosage products, including schedule I, II, III, IV, & V controlled substances and cytotoxic compounds.
5. Documents all aspects of the manufacturing process as required in the manufacturing batch record.
6. Performs swab testing or rinse sample testing to document cleanliness of manufacturing equipment.
7. Sets up, operates, cleans and maintains a variety of complex and expensive equipment associated with the manufacturing of pharmaceutical dosage forms in accordance with cGMP's and department SOP's. This equipment includes but is not limited to the following;  
Autoclaves, lyophilizers, microfiltration systems, ampule sealers, filling/packaging systems, component washers, specialized

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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milling/grinding/mixing apparatus, encapsulation/tablet compaction systems, fluid bed/pan coating systems, and computerized labeling systems.

8. Inspects, labels, and packages various pharmaceutical dosage forms in accordance with cGMP's and department SOP's. These processes include but are not limited to the following;  
Visual/mechanical examination of the finished product for contamination, content, appearance, and proper fill.  
Setup, operate, clean, and maintain all equipment used in the inspection process (i.e. dessicators, light inspection stations, etc.).  
Preparation and production of labeling materials. Setup, operate, clean, and maintain a variety of computerized and non-computerized labeling equipment. Documentation of all labels produced as required by the manufacturing batch record and cGMP's.
9. Packaging of finished product for shipping and preparation of all necessary documentation as directed.
10. Maintains orderliness and cleanliness of all assigned work areas.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of the metric system.
2. Knowledge of drug and drug/food manufacturing nomenclature.
3. Knowledge and understanding of Standard Operating Procedures and Federal Current Good Manufacturing Practices as they relate to a food/drug regulated industry.
4. Ability to assemble/disassemble pharmaceutical manufacturing, packaging, & labeling equipment.
5. Ability to operate various equipment including computers, calculators, and pharmaceutical manufacturing and packaging equipment.
6. Ability to work safely and willingness to comply with special safety and health precautions.
7. Ability to maintain effective working relationships.
8. Ability to sit or stand for an entire shift as required.

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9. Ability to perform simple mathematical calculations.
10. Ability to interpret and follow written and oral instructions.
11. Ability to perform work under direct observation.
12. Ability to use software relevant to job duties (i.e. word processing, spreadsheets, database, email, specialized environmental systems control software and equipment operating/data collection software).
13. Ability to assist in training temporary laboratory assistants.
14. Ability to demonstrate proper safety procedures for manufacturing equipment and production areas.
15. Ability to learn and demonstrate proper safety procedures for handling raw materials including hazardous/regulated chemicals (i.e toxic, potent and/or carcinogenic chemicals, Schedule I to V controlled substances [regulated by State and Federal DEA], and alcohols [regulated by Federal ATF]).

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. High school graduation or equivalent with courses in mathematics, natural/physical science; and
2. One year of experience with the operation/maintenance of mechanical equipment; or
3. One year of clerical and/or laboratory experience.

**REVISION EFFECTIVE September 28, 2004**