



Job Description

Job Title: Pharmacy Technician

Summary: While under direct supervision, the Pharmacy Technician fills routine dosage orders and prepackaged pharmaceuticals. The technician also counts, packages and labels unit doses for inspection by pharmacist and fills routine orders for non-prescription pharmaceuticals. The Pharmacy Technician also assists the pharmacist in the dispensing of prescriptions and performs a range of staff support functions.

Duties and Responsibilities:

1. Fills routine orders for prepackaged non-prescription pharmaceuticals and medical supplies
2. Assists the pharmacist in the dispensing of prescriptions; counts, packages, and labels unit doses for inspection
3. Performs routine administrative tasks necessary for the operation and presentation of a professional pharmacy as observed by management
4. Assists in training new staff on routine procedures
5. Performs miscellaneous job-related duties as assigned
6. Checks in cycle fill medication
7. Sets up daily and monthly deliveries
8. Monitors and orders necessary supplies including paper, labels, bottles, etc.
9. Assists pharmacist and receptionist with phone orders and inquires
10. Places drug orders daily
11. Maintains a sanitary and structured work environment
12. Completes all assigned DMEtrain courses
13. Confirms all closing list duties

Minimum Education and Experience:

High school diploma or general education degree (GED) required. One to three years experience directly related to the duties and responsibilities specified.



Licenses/Certifications Required:

None

Knowledge, Skills and Abilities Required:

1. Knowledge of procedures and standards for the labeling and dispensing of prescription drugs
2. Skill in time management
3. Skill in the use of computer technology and related software applications
4. Ability to understand and follow specific instructions and procedures
5. Ability to sort, check, and verify numbers
6. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals

Working conditions:

Work is normally performed in a typical interior/office environment

Physical effort:

No or very limited physical effort required

Environmental conditions:

No or very limited exposure to physical risk



I certify that I have read the Pharmacy Technician job description, it has been explained to me and I understand my duties and responsibilities as stated herein.

Employee signature: _____ date: _____

Employee print name: _____

Supervisor signature: _____ date: _____