

 Oroville Hospital	<b>Job Description for Pharmacy Technician</b>		Department:	<b>Pharmacy</b>
			Dept. #:	<b>8390</b>
	Last Reviewed:	05/08; 08/12		
	Last Updated:			

### **Reports To**

Director of Pharmaceutical Services

### **Summary**

The primary difference between the Pharmacy Technician's duties and those of a Pharmacy Clerk is that the Pharmacy Technician fills floor stock and, working with the Pharmacist, fills orders from patient profiles.

### **Duties**

May perform any of the following and other related duties:

1. All duties of a Pharmacy Clerk
2. Works with the Pharmacist filling cubicles to and from nurses' station. On Schedule II drugs, prepares renewal slips or, if not properly renewed by doctor, prepares stop order slips
3. Checks and fills floor stock items at hospital stations. Posts to stock books. Prepares and distributes written Discrepancy Reports
4. Fills orders for Schedule II drugs and other floor stock. Narcotics for Pharmacist to approve
5. Traces missing pre-op sheets within hospital so that the charges will be picked up
6. Assists with inventory control. Takes stock counts for re-order. Checks stock for expiration dates
7. Operates unit dose packaging equipment

### **Qualifications**

1. Must have a Pharmacy Technician license for the State of California
2. Must be able to operate a typewriter, adding machine and computer
3. Needs to know all generic and brand names of drugs and common doses for charging
4. Needs to know how all I.V.'s are made for proper charging
5. Must have knowledge of drugs, quantities normally dispensed, generic equivalents, etc
6. Requires nine months experience

### **Lifting Requirements**

Medium – generally lifting not more than 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.