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.
9. Packages nonsterile products in bulk supplies and single doses.

10. Calculates doses and compounds parenteral nutrition solutions. Using a physician-specified concentration of amino acids, calculates total volume needed as well as the volume of each component to achieve the specified concentration.

11. Maintains correct stock of prescription labels and orders new stock. Establishes and maintains the appropriate label format on the computer, and resolves software and hardware problems when they arise.

12. Compounds drugs and chemicals for patient care, laboratory and research areas by mixing, weighing, measuring drugs and chemicals to create products and drug dosage forms not otherwise available in final form from a manufacturer.

13. Assists the pharmacists in conducting monthly inspections of all medications stored on patient care areas.

14. Provides functional supervision to student technicians and clerical staff as required.

15. Participates in orientation of pharmacy technicians, pharmacists, pharmacy residents, and senior pharmacy students on rotation in the department.


17. Maintains area orderliness and cleanliness.

**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. Ability to read, write and follow directions.

6. Ability to use various equipment including computers, typewriters, and pharmaceutical packaging equipment.

7. Ability to use a computer keyboard to translate written physician orders into the computerized medication order entry system.

8. Ability to interpret the physician’s orders.

9. Ability to perform drug calculations.
10. Ability to work safely and willingness to comply with special safety and health precautions.

11. Ability to maintain effective working relationships.

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 records and responsibility for controlled substances.

14. Ability to maintain inventory of drugs and supplies.

15. Ability to train and direct the work of the clerical staff.

16. Ability to use pharmaceutical compounding equipment for compounding sterile and non-sterile products.

17. Ability to translate physician orders into patient specific labels for self administration of medication.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. High school graduation including a general mathematics course, or the equivalent.

2. Experience requirement:
   
   a. Two years experience in a position directly related to the natural sciences, or
   
   b. Two years post high school education in the natural sciences or related area, or
   
   c. A combination of related experience and related post high school education to equal two years.

3. 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.

4. An exception to the certification requirement is available to pharmacy interns who maintain registration as a pharmacy intern (per Iowa Administrative Code – Chapter 3, Pharmacy Technicians, Section 3.3).
Class Title: Pharmacy Technician (Certified)  
Class Code: 3362  
Pay Grade: 409

Note: Per Board of Pharmacy Regulations (Iowa Administrative Code -- 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 by July 1, 2010.

REVISION EFFECTIVE: June 20, 2017