

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES</u> Qualified Pharmacy Technician	<u>SERIES NUMBER</u> 4274
<u>MAJOR AGENCIES</u> Mental Health, Rehabilitation & Correction, Veterans Services	<u>EFFECTIVE</u> 05/09/2010

SERIES PURPOSE

The purpose of the pharmacy technician occupation is to assist in filling orders for prescription drugs & pharmaceutical supplies under personal supervision of a pharmacist, or to assist with outsourced pharmacy services under the personal supervision of a nurse, pharmacist or prescriber.

<u>JOB TITLE</u> Qualified Pharmacy Technician	<u>JOB CODE</u> 42741	<u>PAY GRADE</u> 05	<u>EFFECTIVE</u> 05/09/2010
--	---------------------------------	-------------------------------	---------------------------------------

CLASS CONCEPT

The developmental level class works under immediate supervision & requires working knowledge of prescription pharmacy practices in order to assist in filling orders for prescription drugs & pharmaceutical supplies under personal supervision of a pharmacist or to assist with outsourced pharmacy services under the personal supervision of a nurse pharmacist or prescriber.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY GRADE
Qualified Pharmacy Technician	42741	04	05/09/2010	05

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists in filling orders for prescription drugs & pharmaceutical supplies under personal supervision of pharmacist (e.g., enters medication orders & refill requests into pharmacy computer system for pharmacist's review; operates computer &/or automated drug distribution system; counts dosages of medications & fills containers; labels containers & assists in pre-packaging operations) or assists with outsourced pharmacy services under the personal supervision of a nurse, pharmacist or prescriber (e.g., checks in pharmacy orders verifying against packing invoice; distributes dispensed prescriptions & self-carry medications; sends new & refill prescriptions to pharmacy).

Maintains related records & files (e.g., running record of drugs issued; patient's medication profile), prepares communications & reports (e.g., number of orders filled per day) & updates profiles.

Assists in inventory control of any medication area (e.g., prepares supply orders; receives written medication orders & checks for accuracy; maintains inventory records; rotates stock; checks for expired medications; assists in destruction of non-controlled drugs; cleans & stocks shelves; operates motor vehicle to deliver medications to appropriate areas; answers telephone; assists with transport of medications).

MAJOR WORKER CHARACTERISTICS

Knowledge of pharmacy terminology; basic drug information*; quality control procedures; state & federal laws, rules & regulations regarding duties of qualified pharmacy technician, prescription or drug order processing procedures, drug record keeping requirements*, patient confidentiality, security requirements & storage requirements;. Skill in computer operation & keyboarding; operation of pharmacy equipment (e.g., packaging machine, fax, printer)*. Ability to add, subtract, multiply & divide whole numbers & calculate fractions; deal with problems involving several variables within familiar context; sort items into categories according to established methods; maintain accurate records; cooperate with co-workers on group projects; read short sentences with concrete vocabulary; lift up to 20 pounds.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Pursuant to 4729.42 Ohio Revised Code:

1. Must be eighteen years of age or older;
2. Possess a high school diploma or a certificate of high school equivalence or was employed prior to April 8, 2009 as a pharmacy technician without a high school diploma or certificate of high school equivalence;
3. Passage of an examination approved by the Ohio state board of pharmacy to determine a person's competency to perform services as a qualified pharmacy technician.
4. All applicants must submit to a criminal records check in accordance with section 4776.02 of the Ohio Revised Code. An applicant who has been convicted of or pleaded guilty to any felony in this state, any other state or the United States shall be automatically disqualified from selection.

Note: If position involves operating motor vehicle to transport medications, a valid driver's license is required.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May work varying hours or shifts.