

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES**

Certified Pharmacy Technician

**SERIES NUMBER**

4274

**MAJOR AGENCIES**

Mental Health, Veterans Services

**EFFECTIVE**

10/14/2018

**SERIES PURPOSE**

The purpose of the certified pharmacy technician occupation is to assist in filling orders for prescription drugs & pharmaceutical supplies under personal supervision of a pharmacist.

**JOB TITLE**

Certified Pharmacy Technician

**JOB CODE**

42741

**PAY GRADE**

05

**EFFECTIVE**

10/14/2018

**CLASS CONCEPT**

The full performance level class works under direct supervision & requires considerable knowledge of prescription pharmacy practices in order to assist in filling orders for prescription drugs & pharmaceutical supplies under personal supervision of a pharmacist.

<b>JOB TITLE</b>	<b>JOB CODE</b>	<b>B. U.</b>	<b>EFFECTIVE</b>	<b>PAY GRADE</b>
Certified Pharmacy Technician	42741	04	10/14/2018	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.)**

Under supervision of pharmacist, assists in filling & checking accuracy of orders for prescription drugs & pharmaceutical supplies (e.g., accepts new written, faxed or electronic prescription orders from prescriber or prescriber's agent, accepts requests for refill authorizations for dangerous drugs that are not controlled substances from prescriber or prescriber's agent, so long as there is no change from original prescription, accepts new verbal prescription orders from prescriber or prescriber's agent for non-controlled drugs pursuant to paragraph Administrative Code 4729:3-3-04 (B)(14)); performs non-sterile & sterile drug compounding in accordance with required training in compliance with United States pharmacopeia chapter 795 & 797.

Enters information (i.e., medication orders & refill requests) into & retrieves information from database or patient profile for pharmacist's review; operates computer &/or automated drug distribution system; counts & pours drugs into containers; prepares, labels & assists in pre-packaging operations, or packages drugs including dangerous drugs; assists with outsourced pharmacy services under the personal supervision of a 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; ships packages of drugs/pharmaceuticals via FedEx or UPS; assists in inventory control of any medication area (e.g., prepares supply orders; stocks & retrieves drugs from inventory; stocks automated drug dispensing units, floor stock storage, & crash carts within institutional facility; 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 & performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of pharmacy terminology; basic drug information; quality control procedures; state & federal laws, rules & regulations regarding duties of certified pharmacy technician, prescription or drug order processing procedures, drug record keeping requirements, patient confidentiality, security requirements & storage requirements; packaging, distribution systems (e.g., robotics). 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**

Registered with the Ohio Board of Pharmacy as a Certified Pharmacy Technician.

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**

Completion of continuing education as required under Administrative Code 4729.

**UNUSUAL WORKING CONDITIONS**

May work varying hours or shifts.