



University System of Maryland Job Class Specification

TITLE: PHARMACY TECHNICIAN LEAD
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: P-292052

JOB CODE: N10PJL
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: PHA

APPROVED BY: Chancellor's Designee:
James Sansbury, Associate VC Financial Affairs/Human Resources

EFFECTIVE DATE: 7/1/2009

JOB SUMMARY

Under general supervision, performs work involving inventory purchasing and receiving. Verifies and approves invoices for payment. Supervises the work of other technicians. Performs all duties of a pharmacy technician as outlined by the department.

PRIMARY DUTIES

1. Prepares and orders drugs from pharmacy wholesaler using a computerized system.
2. Oversees the receiving of drug orders from the pharmacy wholesaler.
3. Receives reports from audit vendor regarding discrepancies in pricing between the buying group and prime vendor(wholesaler).
4. Responsible for expiration date monitoring of pharmaceuticals in the pharmacy department, excluding controlled substances.
5. Helps to stock, arrange, and maintain proper inventory levels in an effort to minimize drug outages.
6. Oversees the yearly mandated inventory. Works with the purchasing department guidelines.
7. Supervises other technicians; schedules work assignments.
8. Perform all duties of a pharmacy technician under the guidance of a pharmacist.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: Completion of a high school level course work with attainment of a high school diploma or possession of a State High School Equivalency Certification (GED). Education at the college level is preferred.

EXPERIENCE: Requires 3-5 years experience as a pharmacy technician. Knowledge with inventory control is helpful.

CERTIFICATION: Must be a certified technician or registered technician with MD Board of Pharmacy

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of generally accepted pharmacy principles, practices and procedures, pharmaceutical generic and trade names, general mathematics, personal computers, is required. General knowledge of PC computer software applications, such as, spreadsheet, database, word processing, data entry is required. Ability to operate various types of pharmacy equipment, such as, laminar flow hood is required. Ability to use a CRT to access patient/drug information systems is required. Ability to stand and/or walk for extended periods of time while performing pharmacy service support duties. Ability to lift; store and carry supplies and equipment. Ability to communicate effectively orally and in writing, to interact effectively with medical, nursing and various allied health staff in order to successfully provide optimal patient care.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Employees in this job class may be subject to pre-employment and random drug testing. Overtime, weekend, on-call and shift work may be required in some positions.