



## University System of Maryland Job Class Specification

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

**JOB CODE: N07PJU**  
**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, fills orders for unit doses, pre-package pharmaceutical, intravenous admixtures, DEA Controlled substances, floor stock, supplemental medications, emergency kits, investigational drugs, and general stock requisitions. Performs various related pharmacy duties including such quality management activities as drug product recalls, nursing unit inspections and pharmaceutical care audits.

### **PRIMARY DUTIES**

1. Prepares medication orders for an assigned patient population. Fills patient medication bins based on physician orders and patient profiles approved by the pharmacist through the pharmacy computer system, in accordance with departmental procedures.
2. Enters Admissions, Discharges and Transfers (ADTs) into computer system for proper medication order processing.
3. Packages, and labels medications into unit doses for inspection and approval by the pharmacist according to departmental Quality Control Standards. Checks refrigerator for stability and accurate labeling of all refrigerated medications.
4. Prepares sterile intravenous medications ("mini-bags," syringes, large volume parenterals, Patient Controlled analgesia medications, and chemotherapy) using proper aseptic technique.
5. Picks up and delivers pharmacy documents and pharmaceuticals from various departments and patient care locations.
6. Maintains appropriate inventory levels of drugs and pharmaceutical supplies in the Pharmacy department and in-patient care areas. Stores incoming merchandise in proper locations as instructed.
7. Informs the supervisor/pharmacist of stock needs and stock shortages. Checks and replenishes floor stock and supplemental medications to assigned nursing stations.

**N07PJU - SYSTEMWIDE - PHARMACY TECHNICIAN**

Page 2

8. Completes appropriate pharmacy stock requisition forms for replacement of medications. Orders IV solutions and pharmaceutical supplies from Materials Management as needed.
9. Processes drug recalls when required in accordance with departmental policy and procedure.
10. Produces various computer reports from a variety of pharmacy data bases. May run standard reports and back-up procedures relative to the pharmacy computer system. May compile queries of data bases in order to address specific questions.
11. Documents all vital information regarding DEA Controlled substances requests. Performs random audits of the DEA distribution and control system as specified in departmental policy.
12. Performs monthly inspections of nursing stations; completes inspection reports and documents problems observed and corrective actions taken as necessary.
13. Assists in the care and maintenance of departmental equipment and supplies such as Laminar Flow Hoods, biological safety cabinets, computers and printers, packaging equipment and manufacturing equipment.
14. Insures proper functioning of Pharmacy refrigerators and freezers, checking for adequate temperature levels and that cleaning standard are maintained according to departmental procedures.
15. Performs routine maintenance; contacts Facilities Maintenance or Biomedical Engineering, as needed, to perform more complex maintenance duties.
16. Assists the pharmacist in training UMMS Pharmacy Aides on operating machines for dose preparation and related duties as requested.
17. Assists the pharmacist with investigational drug studies by preparing study documents and distributing study drugs and supplies. Prepares doses of investigational drugs upon request of authorized physician and/or pharmacist.
18. Labels all study medications according to required standards, such as, dose, expiration date, method of administration, physicians name.
19. May perform the duties of UMMS Pharmacy Aide as needed.
20. Attends and participates in in-service training and various educational programs to enhance professional growth and development.

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

**N07PJU - SYSTEMWIDE - PHARMACY TECHNICIAN**

Page 3

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 Certificate (GED) is required. Education at the college level is preferred.

**EXPERIENCE:** A minimum of one year of equivalent experience requiring a familiarity of generic and trade names of pharmaceutical products.

**CERTIFICATION:** Employees in this job class must be certified and registered with the Maryland Board of Pharmacists within the first six months of employment

**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.