

HOSPITAL PHARMACY TECHNICIAN I

NATURE OF WORK IN THIS CLASS:

This is routine sub-professional hospital pharmacy work. Employees in this class perform routine technical work independently on an ongoing basis and perform the full range of sub-professional duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.

Prepare medications and supplies for dispensing, including: pre-packing bulk medications; compounding ointments, creams, oral solutions and other medications; Compounding large volume intravenous mixtures; Compounding total parental nutrition solutions.

Wash and sterilize pharmacy apparatus and cleans shelves, counters and other work areas to maintain cleanliness and neatness.

~~Process charges for medications dispensed from pharmacy.~~

Issue floor stock requisitions for various wards.

Fill physician order or prescription under supervision of the pharmacist.

Fill patient medication cassettes and assist pharmacist check the cassette.

Transport medications to nursing units and exchange medication cassette and picking up orders, requisitions, collect unused medications back to pharmacy.

Prepare inventories, order drugs and supplies from warehouse, receive and stock drugs.

Maintains records and prepares reports.

Performs other related duties as required or per the instruction from a pharmacist.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of pharmacy practices and techniques.

Knowledge of sterile preparation of IV medications under USP 797 guidelines and infection control guidelines.

Knowledge to perform calculations to obtain correct dosage

Basic computer knowledge.

Ability to operate and maintain pharmaceutical apparatus, instruments, and equipment.

Ability to understand and follow oral and written instructions.

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Ability to make arithmetic computations.

Ability to communicate effectively orally and in writing.

Ability to maintain records and prepare reports

MINIMUM EXPERIENCE AND TRAINING:

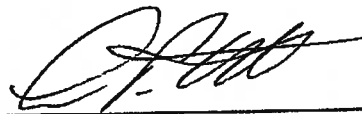
Graduation from High School and two (2) years of hospital or retail/clinical pharmacy experience.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of current registration as a pharmacy technician from the Guam Board of Pharmacy Examiners.

Possession of U.S. Pharmacy Technician Certificate from a National Board; Pharmacy Technician Certification Board (PTCB) or National Health Association (NHA).

KH:	CII	115
PS:	C2(22%)	25
ACCT:	B1C	<u>29</u>
TOTAL:		169
PG:	H	



Lee P. Webber
Chairman, Board of Trustees