

HOSPITAL PHARMACY TECHNICIAN II

NATURE OF WORK IN THIS CLASS:

This is complex sub-professional hospital pharmacy work. Employees in this class perform complex 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.

~~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.

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.

Assist pharmacist on inventory and stock of narcotics.

Prepare and mix Chemo Therapy Medication.

Provide drug information to nursing, medical staff and other professionals.

Perform monthly nursing unit inspections and collect quality assurance data.

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

Ensure the proper storage, security and integrity of all medications.

Assess operations status of pharmacy equipment, such as the laminar flow hood.

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.

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Knowledge of the preparation of 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.

Knowledge to perform calculations to obtain correct dosage

Knowledge of drug interaction, including food-drug, drug-drug interactions.

Basic computer knowledge.

Ability to effectively supervise/provide guidance to lower level pharmacy support staff.

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

Ability to understand and follow oral and written instructions.

Ability to make arithmetic computations.

Ability to communicate effectively orally and in writing.

Ability to maintain records and prepare reports

MINIMUM EXPERIENCE AND TRAINING:

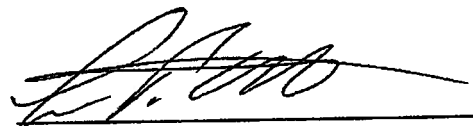
Graduation from High School and four (4) years of U.S. hospital pharmacy experience.

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 Career Association (NHA).

KH:	CI1	132
PS:	C2(22%)	29
ACCT:	C1C	<u>33</u>
TOTAL:		194
PG:	I	



Lee P. Webber
Chairman, Board of Trustees