



1002 E. Newport Center Drive, Suite 200, Deerfield Beach, FL 33442  
(954) 596-4977

**Pharmacy Technicians Job Description**

Add measured drugs or nutrients to intravenous solutions under sterile conditions to prepare intravenous (IV) packs under pharmacist supervision.

Compute charges for medication and equipment dispensed to hospital patients, and enter data in computer.

Fill bottles with prescribed medications and type and affix labels.

Mix pharmaceutical preparations according to written prescriptions.

Price and file prescriptions that have been filled.

Receive written prescription or refill requests and verify that information is complete and accurate.

Supply and monitor robotic machines that dispense medicine into containers, and label the containers.

Transfer medication from vials to the appropriate number of sterile, disposable syringes, using aseptic techniques.

Answer telephones, responding to questions or requests.

Assist customers by answering simple questions, locating items or referring them to the pharmacist for medication information.

Clean, and help maintain, equipment and work areas, and sterilize glassware according to prescribed methods.

Deliver medications and pharmaceutical supplies to patients, nursing stations or surgery.

Maintain proper storage and security conditions for drugs.

Operate cash registers to accept payment from customers.

Order, label, and count stock of medications, chemicals, and supplies, and enter inventory data into computer.

Price stock and mark items for sale.

Receive and store incoming supplies, verify quantities against invoices, and inform supervisors of stock needs and shortages.

Establish and maintain patient profiles, including lists of medications taken by individual patients.

Maintain and merchandise home health-care products and services.

Prepare and process medical insurance claim forms and records.

**Required Knowledge:**

**Clerical** -- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

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**Medicine and Dentistry** -- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

**Mathematics** -- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**Computers and Electronics** -- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**Chemistry** -- Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

**Skills Required:**

**Mathematics** -- Using mathematics to solve problems.

**Reading Comprehension** -- Understanding written sentences and paragraphs in work related documents.

**Science** -- Using scientific rules and methods to solve problems.

**Active Listening** -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Abilities Required:**

**Number Facility** -- The ability to add, subtract, multiply, or divide quickly and correctly.

**Information Ordering** -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

**Job Activities:**

**Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.

**Processing Information** -- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

**Handling and Moving Objects** -- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

**Communicating with Supervisors, Peers, or Subordinates** -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

**Performing Administrative Activities** -- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

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**Documenting/Recording Information** -- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

**Identifying Objects, Actions, and Events** -- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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