

SENIOR LABORATORY TECHNICIAN (I-PHARMACY)

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of a licensed pharmacist, a Pharmacy Technician assists in compounding, preparing, labeling or dispensing of drugs used to fill valid prescriptions or medication orders. Responsibilities do not require the exercise of professional judgment and the ability to distinguish routine functions in a pharmacy from those requiring the attention of a licensed pharmacist is required. Supervision is not a regular responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Fills patient medication cassettes, prepares IV solutions, and fills the automated dispensing cabinets;

Delivers medications and supplies to units and fills floor stock orders;

Assists other healthcare professionals by obtaining and recording patient medication histories in the hospital health information system (HIS);

Performs a complete reconciliation for medications to ensure accurate information is available to providers at the time of admission to the emergency department or a nursing unit;

Receives and verifies prescriptions and prepares medications for patients, including pricing and filling prescriptions;

Performs various computer functions relating to billing, printing labels and reports;

Completing patient paperwork related to the filling of prescription;

Assists pharmacist with insurance claims processing;

Stocks and prices medications in inventory;

Ensures availability of drugs by deliver to patients or facilities;

Maintaining pharmacy, patient and employee safety by adhering to infection control procedures, policies and regulations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the accepted practices and procedures involved in the dispensing of drugs by non-licensed personnel as regulated by the New York State Education Department and accreditation standards for Pharmacy Technicians; skill in the use of pharmaceutical apparatus, instruments, and equipment; ability to distinguish routine functions in a pharmacy from those requiring the attention of a professional pharmacist; ability to establish and maintain effective working relationships with physicians and other hospital medical staff; ability to follow oral and written instructions with accuracy and precision; ability to effectively use computer applications such as spreadsheets, word processing,

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)
calendar, e-mail and database software in performing work assignments; sound judgment; accuracy; tact; resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration issued by the New York State Education Department as a Registered Pharmacy Technician and certification as a Pharmacy Technician by the Pharmacy Technician Certification Board.

SPECIAL REQUIREMENT: New York State license and current registration as a Registered Pharmacy Technician and current certification as a Pharmacy Technician by the Pharmacy Technician Certification Board are required at time of appointment and must be maintained throughout employment in this title.