

**GENERAL DESCRIPTION OF CLASS**

The PHARMACY TECHNICIAN 2, under the direct supervision of a licensed pharmacist, performs technical support tasks in a hospital or institution pharmacy, including inventory control, inspections, and parenteral product preparation.

**DISTINGUISHING FEATURES**

This is the second of a two-level series. Responsibility for inventory control, inspection of ward and cottage pharmaceutical practice, and duties involving the admixture of sterile products, including products for intravenous use, distinguishes this class from the lower level.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may be assigned all or some combination of the duties listed below as well as other related duties.

**1. Inventory Control**

Under general supervision of a licensed pharmacist, reviews stock on hand and initiates orders from outside vendors for supplies as needed, receives supplies, noting and initiating corrective actions for wrong items or amounts received, and maintains warehouse inventory system.

**2. Inspections**

Under direction of licensed pharmacist, regularly inspects wards or cottages reviewing, for example, supplies on medication carts and in storage areas for proper sanitation, expiration dates, and storage method.

**3. Parenteral Product Preparation**

Under the direct supervision of a pharmacist, aseptically admixes parenteral products (introduced otherwise through way of the intestines), such as large volume parenterals, IV piggybacks, total parenteral nutrition, chemotherapy and dialysis solutions. Makes all necessary calculations and aseptically manipulates syringes or other devices in preparing the sterile product.

**4. Documentation Records**

Under the guidance of the pharmacist and following State and Federal regulations on the handling of controlled substances, maintains special records of controlled and investigational drugs. Types identifying information (e.g., patient and physician, quantity, strength and frequency of drug, time and method of administration, special instructions) on container labels.

**5. Packaging**

Under supervision of a licensed pharmacist, selects correct medication from storage area and places it in container (e.g., unit dose cassettes), repackages drugs from bulk to specified amounts and containers and prepares routine orders for dispensing (e.g., draws up liquids into syringes).

**6. Deliveries**

Delivers medication orders (checked by a pharmacist) to wards, units, or clinics at scheduled times or as needed or to authorized personnel at window. Places delivered drugs under refrigeration if required. Compares dosage instructions and medications by reading order to receiving staff. Picks up additional orders and may pick up used containers which require special handling (e.g., intravenous chemotherapy bottle).

**7. Miscellaneous**

Answers phone in pharmacy. May answer technical and patient demographic questions from information contained on the patient profile or refers questions requiring professional judgment to pharmacist. Checks for and discards outdated drugs, assists with physical inventory and orders stock from storeroom to maintain inventory (e.g., stocks medication area, medication carts). Prepares individual labels with identification and instructions and mass produces labels for multiple use regimes.

**RELATIONSHIPS WITH OTHERS**

The Pharmacy Technician 2 has regular contact with pharmacists regarding their assigned duties and may have contact with other institutional agency personnel to clarify patient demographic information or timing of medication orders.

**SUPERVISION RECEIVED**

The Pharmacy Technician 2 receives general supervision from a staff or lead pharmacist who assigns work verbally and in writing and checks the accuracy of all packaging, transcription of medication orders, and filling medication carts. Work is reviewed in progress and upon completion for accuracy, timely completion, and conformance to pharmacy policy and procedures.

The Pharmacy Technician 2 follows State Pharmacy Board rules, State and Federal rules and regulations, and agency policies and procedures as guidelines for packaging, handling, and distributing medications.

**GENERAL INFORMATION**

The Pharmacy Technician 2 works with physically ill, mentally ill, or developmentally or physically disabled patients and may be required to work overtime, on-call, or rotating schedules.

**KNOWLEDGE AND SKILLS (KS)**

- Basic knowledge of medical terminology and abbreviations.
- Basic knowledge of pharmaceutical terms and trade/generic names of drugs.
- Basic knowledge of math for computation of dosages and rate of use for drugs.
- Basic knowledge of the metric system, weight, and volume.
- Basic knowledge of record keeping for documentation and inventory purposes.
- Basic knowledge of applicable State laws, rules, and procedures.
- Basic knowledge of inventory control procedures.
- Basic knowledge of pharmaceutical ordering and supply procedures.
- Basic knowledge of pharmaceutical storage and maintenance procedures.

Skill in typing/keyboarding.  
Skill in monitoring and ordering supplies.  
Skill in accurately transcribing medication order to patient medical profile.  
Skill in putting duties in priority order and performing them accurately.

### **SPECIAL QUALIFICATIONS**

The Pharmacy Technician 2 must be registered with the Oregon State Board of Pharmacy. Some positions may require an Oregon Driver's license.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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STATE OF OREGON  
Dept. of Administrative Services  
Human Resource Services Division