

# Job Summary - Technician (Pharmacy)

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**Family:** Technical

**Grade:** 9

**Department:** Hospital Pharmacy

**Last Updated:** Tue, May 11, 2010

## **Job Information**

### **Job Summary**

Perform a variety of pharmacy related duties. This includes working with pharmacists in preparing prescriptions, dispensing, IV reconstitution, preparation of sterile products, receiving and counting of stocks, and unit dose packaging.

Support the mission and vision of the American University of Beirut Medical Center (AUBMC) and the Pharmacy Department.

### **Essential Functions / Task Groups**

#### ***Product receipt and release***

- Fill physician orders, or stock requisitions accurately. This includes collecting medicines from shelves to be checked by the pharmacist before dispensing
- Pick up orders, requisitions, and medications for return from patient care areas, generate reports, answer requests at the window and make stat deliveries to patient care areas when requested
- Assist in ordering, receiving, unpacking and storing pharmaceuticals and supplies in appropriate locations.
- Restock medication and IV dispensing areas, rotate stock to ensure use before expiration date
- Help in managing and maintaining inventory control

#### ***Product preparation***

- Prepare intravenous admixtures or other sterile products (including Total Parenteral Nutrition) accurately
- Prepare sterile products. This includes preparing (weighing and measuring) the required ingredients to be used, conducting filtration and sterilization according to written guidelines and formulations
- Prepare extemporaneous medications according to preset formulations
- Prepackage bulk medications in unit dose packages
- Operate all equipment needed to perform the duties (e.g Laminar Flow Hood, Autoclave.)

#### ***Administrative Issues***

- Participate in the quality improvement activities of the department
- Help in devising standard operating guidelines
- Maintain records and other required documentation accurately
- Organize and prioritize work assignments
- Give work directions to Pharmacy Aides and Messengers
- Perform other duties as assigned by supervisor

### **Critical Competencies**

Client Focus, Accountability, Organizational Awareness, Safety and Health Management, Technical Expertise, Team Skills, Planning & Organizing, Information & Records Administration, Quality Management, Problem Solving, Resource Management, Applied Technology, Drug Distribution, Initiative, Communication Skills, Computer Skills, English Comprehension

### **KNOWLEDGE / KNOW-HOW**

#### ***Knowledge:***

Knowledge of drug names, basic math as well as medical terminology

#### ***Education:***

Minimum Education :BS with specialty in Chemistry, Biology or related fields

#### ***Experience:***

Preferred Experience:1 year related experience in a similar position

**Languages:**

Minimum Languages: Arabic & English (IET score  $\geq$  500)

**Computer Skills:**

Proficient in the use of Microsoft applications as well as other needed software and databases

**IMPACT OF ACTIONS/DECISIONS**

Efficient work enhances the flow of work of the department

Errors in accuracy while preparing drugs can severely affect the well-being of the patient as well as image of AUBMC

**JOB STRUCTURE**

Work is of standardized nature that may involve a variety of duties with an increase in use of analytical thought due to increased data and changing situations

**MANAGERIAL / SUPERVISORY RESPONSIBILITY**

None

**Job Characteristics:**

**Physical Effort:** Moderate Physical Effort

**Work Schedule:** Shift rotation basis

**Working Conditions:** Normal