

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PHARMACY LEAD TECHNICIAN

POSITION CODE: 32009

Effective: 9-1-11

DISTINGUISHING FEATURES OF WORK:

Under the direct supervision of a registered pharmacist, functions as a lead worker to two or more lower level Pharmacy Technicians performing adjunctive professional pharmacy work in a state institution or pharmacy distribution hub; performs the full range of duties assigned to lower level Pharmacy Technicians.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Under the direct supervision of a registered pharmacist, reads and fills prescriptions; replenishes recipients medications; loads unit dose medication into cassettes; receives drugs and other supplies; assists in specification adherence review; performs stock keeping and inventory review; prepares all required reports whether manual or computer generated.
2. Provides work guidance and direction to lower level Pharmacy Technicians; trains and orients new technicians.
3. Reviews Unit Dose Packaging Control Record, Repackaging Worksheet, Repackaging Batch Recorder Quality Control Data Summary from lower level technicians to ensure accuracy and completeness.
4. Assures that lower level technicians follow aseptic procedures in order to avoid contamination of medications.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

PHARMACY LEAD TECHNICIAN (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

*Requires knowledge, skill and mental development equivalent to completion of four years high school.

*Requires Illinois certification as a certified pharmacy technician.

*Must be at least 18 years of age.

Requires one year of experience as a Pharmacy Technician.

Knowledges, Skills and Abilities

Requires working knowledge of the principles and practices of pharmacy.

Requires extensive knowledge of aseptic handling of drugs.

Requires working knowledge of data entry.

Requires working knowledge of pharmaceutical mathematics including proportion, dilution, concentration, unit conversion and percentages.

Requires ability to establish and maintain effective working relationships with physicians, employees and patients.

Requires ability to prepare pharmaceutical preparations.

Requires ability to maintain accurate records and prepare reports of pharmaceuticals purchased, dispensed and stored.

Requires ability to provide positive work guidance and direction to assigned lower level staff.

*The stated requirements are minimums for eligibility for certification as a pharmacy technician in accordance with the Illinois Pharmacy Practice Act.