

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PHARMACY TECHNICIAN

POSITION CODE: 32011
Effective: 06/01/201
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DISTINGUISHING FEATURES OF WORK:

Under the direct supervision of a registered pharmacist, performs adjunctive professional work in compounding prescriptions and in manufacturing pharmaceutical preparations in a state institution pharmacy or pharmacy distribution hub; dispenses pharmaceutical preparations and supplies; performs clerical computer entry, stock keeping and housekeeping functions.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Under direct supervision of a registered pharmacist, reads prescriptions and physicians' orders; types labels and prepares medications for dispensing; records dispensing information on recipients' medication profiles; reviews recipient medication profile for aseptic replenishment of recipients' medications in mobile carts; loads unit dose medication into cassettes.
2. Under direct supervision of a registered pharmacist, receives drugs, chemicals and other pharmaceutical supplies; assists in inspecting for adherence to purchase specifications; prepares receiving reports and performs other stock keeping functions; assists in periodic physical inventory.
3. Assists pharmacist with inventory control by reviewing usage patterns; assists in ordering medications and supplies from drug manufacturers; prepares and delivers restricted drugs to recipient units; maintains records.
4. Files interoffice and departmental memoranda, supply requisitions, fills stock orders and other records; maintains inventory file.
5. Reviews delivery systems; recommends system modifications to pharmacist and management.
6. Cleans and maintains pharmacy machinery and equipment; performs various housekeeping functions.

PHARMACY TECHNICIAN (Continued)

7. Repackages low-usage medications in predetermined quantities; reviews usage patterns for prepackaged medications; determines prepackaging requirements; sets up and operates labeling machine; labels filled container; stores prepackaged material; maintains records; inventories treatment room medical supplies; replaces outdated or deteriorated medication and depleted inventories.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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.*

This class is included as an Upward Mobility Program credential title.

Knowledge, Skills and Abilities

Requires working knowledge of the principles and practices of pharmacy.

Requires working knowledge of aseptic handling of drugs.

Requires working knowledge of keyboarding.

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 learn data entry necessary to computerized pharmacy record keeping.

PHARMACY TECHNICIAN (Continued)

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