 **Certified Pharmacy Technician I Standard Job Description**

**Classification Title:** Certified Pharmacy Technician I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 5

**Job Description Summary:**

The Certified Pharmacy Technician I, under supervision, performs technical duties associated with the preparation of prescription orders.

**Essential Duties and Tasks:**

**50% Pharmacy Technician**

* Processes prescriptions electronically and ensures all information is complete and accurate.
* Verifies pertinent patient information.
* Assists in distribution of pharmaceuticals.
* Performs technical duties associated with the preparation of a prescription order.
* Maintains the general appearance and cleanliness of the pharmacy.
* Receives and verifies information for prescription and refill requests.
* Assists in receiving and stocking pharmaceutical and over-the-counter merchandise.
* Reviews expiration dates for all prescription and over-the-counter stock.
* Assists with processing outdated pharmaceuticals for disposition.
* Participates in bi-annual physical inventory.
* Greet customers.
* Resolves non-judgmental issues that arise.

**30% Administrative**

* Reviews and updates inventory usage reports.
* Answers telephone and maintains general appearance of the pharmacy.
* Provides administrative support for pharmacy operations.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* High school diploma or equivalent combination of education and experience.

**Required Experience:**

* One year of experience as a pharmacy technician in a retail or hospital pharmacy setting.

**Required Licenses and Certifications:**

* Texas State Board of Pharmacy – Registered Pharmacy Technician (Current).
* Must maintain license throughout employment.

**Required Knowledge, Skills, and Abilities:**

* Basic Computer Skills
* Ability to multi-task and work cooperatively with others.
* Ability to work with sensitive information and maintain confidentiality.
* Strong written and verbal communication skills.
* Strong interpersonal, organizational, and planning skills.

**Additional Information**

**Machines and Equipment:**

* Computer
* Telephone
* Fax

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* The individual in this position is required to handle Protected Health Information (PHI) as defined by HIPAA regulations.
* The individual is required to handle PHI in accordance with the A&M System policy and is further required to complete HIPAA training as a condition of employment, within a reasonable timeframe after the individual’s employment, and on an as-needed basis thereafter.
* Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to work and remain on duty unless/until relieved by the direct supervisor.
* Comply with all security measures and quality standards.
* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**