 **Certified Pharmacy Technician II Standard Job Description**

**Classification Title:** Certified Pharmacy Technician II

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 6

**Job Description Summary:**

The Certified Pharmacy Technician II, under general supervision, performs technical duties associated with the preparation of prescription orders. Assists in the planning and execution of administrative and purchasing activities for the pharmacy.

**Essential Duties and Tasks:**

**50% Pharmacy Technician**

* Assists in distribution of pharmaceuticals.
* May supervise and provide training to student workers and support staff.
* Performs technical duties associated with the preparation of a prescription order.
* Collaborates with the Chief Pharmacist to set pharmaceutical pricing.
* Researches and compares pricing and availability of specialty over-the-counter and prescription medications.
* Collaborates with the Chief Pharmacist on product selection.
* Assists the Chief Pharmacist with auditing narcotic inventories.
* Enters requisitions and audits pharmaceutical orders.
* Reviews invoices and coordinates the maintenance of files and records.
* Assists with developing and implementing new policies and procedures.
* Coordinates vendor credit and resolves complex purchasing issues.
* Coordinates purchasing and receiving activities for the Pharmacy.
* Maintains the general appearance of the pharmacy.
* Receives and verifies information for prescription and refill requests.

**30% Administrative**

* Receives and stocks pharmaceutical merchandise.
* Reviews expiration dates for all prescription and over-the-counter stock.
* Processes outdated pharmaceuticals for disposition.
* Participates in bi-annual physical inventory.
* Reviews and updates inventory usage reports.
* Answers telephone and maintains general appearance of the pharmacy.
* Provides administrative support for pharmacy operations.
* Participates in the planning and execution of administrative operations for the pharmacy and makes recommendations for process improvements.
* Assists in maintaining inventory.

**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 and Experience:**

* High school diploma or equivalent combination of education and experience.
* Three years 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 multitask 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 cancellation, etc., and are therefore required to work and remain on duty unless/until relieved by the direct supervisor.
* 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**