 **Veterinary Pharmacy Technician I Standard Job Description**

**Classification Title:** Veterinary Pharmacy Technician I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 7

**Minimum Pay: $**16.58

**Job Description Summary:**

The Veterinary Pharmacy Technician I, under supervision, assists in the efficient operation of the Veterinary Medical Teaching Hospital Pharmacy to provide quality animal care. Provides clear communications with faculty, staff, students, and clients about pharmacy operations.

**Essential Duties and Tasks:**

**30% Pharmacy Patient Care**

* Interprets, processes, fills, and dispenses prescriptions and orders.
* Prepares and packages medications, pharmaceuticals, prescriptions, and returned goods for shipment.
* Assists pharmacy staff by preparing pharmaceutical products using scales, balances, hoods, and the autoclave.

**25% Pharmacy Operations**

* Accounts for all sales and enters billing information into the pharmacy computer.
* Maintains control and accurate recordkeeping of controlled substances.
* Assumes responsibility for the daily report by verifying scales, checking discrepancies and reports, and balancing records.
* Complies with laws and regulations governing the preparation, dispensing, and compounding of prescription drugs, chemicals, and pharmaceutical products.
* Participates in the annual and additional inventories.
* Assists staff by maintaining and updating policies and procedures, signature lists, non-inventory lists, labels, pharmacy storage inventory, and pharmacy staff schedules.

**15% Communication**

* Maintains high standards of public relations and communication during interactions with in-house customers, clients, faculty, staff, students, and administrators.
* Interacts with clients and public in the retail setting.
* Assists veterinary students in their orientation to pharmacy policies and procedures and prescription drug laws.

**10% Equipment**

* Trains to become proficient in using and maintaining endoscope equipment.
* Supports staff by configuring and stocking Cubex dispensing machines and training users.

**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.

**Required Education and Experience:**

* Associate degree or equivalent combination of education and experience.
* One year of experience in a health-related field.

**Required Licenses and Certifications:**

* None

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

* Ability to multi-task and work cooperatively with others.
* Basic computer skills in word processing and data entry.

**Machines and Equipment:**

* Computer: 20 hours.
* Prescription Balance: 2 hours.
* Laminar Flow Hood: 3 hours.
* Endoscope: 2 hours.
* Cubex: 1 hour.

**Physical Requirements:**

* Ability to lift and move medium weight objects.

**Other Requirements and Factors:**

* Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to report to work and remain on duty unless/until relieved by the direct supervisor.
* Ability to cover shifts and take emergency call on evenings, weekends, and holidays as required.

**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**