 **Veterinary Pharmacy Technician III Standard Job Description**

**Classification Title:** Veterinary Pharmacy Technician III

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 9

**Minimum Pay:** $18.54

**Job Description Summary:**

The Veterinary Pharmacy Technician III, under general supervision, provides efficient operation of the Veterinary Medical Teaching Hospital Pharmacy. Trains and supervises staff and orders and receives pharmacy products. Provides clear communications with faculty, staff, students, and clients about pharmacy operations and product information.

**Essential Duties and Tasks:**

**Pharmacy Operations and Management (60%)**

* Interprets, fills and dispenses prescriptions and orders.
* Coordinates shifts, trains, and supervises student workers and technicians.
* Manages inventory of medications, chemicals, and supplies.
* Maintains accurate records of controlled substances.
* Teaches basic compounding skills.
* Ensures compliance with pharmacy laws and regulations.

**Administrative and Compliance (20%)**

* Prepares and packages medications and pharmaceuticals for shipment.
* Provides product information to clients and staff.
* Compounds drugs, chemicals, and nutrition solutions.
* Supervises and trains pharmacy staff indirectly.
* Maintains equipment for clinic use.
* Plans and prepares the pharmacy schedule.

**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.
* Four years of experience in a health-related field, with at least two years in a hospital pharmacy.

**Required Licenses and Certifications:**

* None

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

* Basic computer skills in word processing, data entry.
* Prescription processing
* Prescription balance and laminar flow hood
* Pharmaceutical calculations for dosing and compounding
* Working knowledge of equipment used in a veterinary teaching hospital.
* Ability to multitask and work cooperatively with others.
* Demonstrates knowledge of medical math.
* Basic knowledge of canine and feline anatomy and physiology.
* Able to appropriately handle and restrain feline and canine patients with methods that are both fear free and/or feline friendly.
* Ability to communicate professionally, effectively, and positively with all individuals in a veterinary medical teaching hospital setting.
* Ability to work independently, problem solve, and teach.

**Machines and Equipment:**

* Computer: 20 hours.
* Prescription Balance: 2 hours.
* Laminar Flow Hood: 3 hours.

**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**