

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** PHARMACY TECHNICIAN

**Reports To:** Designated Supervisor

**UW Job Code:** 5270

**UW Job Family:** 51 - Technicians

**SOC Code:** 29-2052

**FLSA:** Non-exempt

**Pay Grade:** 16

**Date:** 6-23-05 (revised 7-1-06)

### **JOB PURPOSE:**

Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Accept new written prescriptions from patients collecting all demographic, drug allergy, and relevant medical condition information; accept refill requests by phone or in person.
- Input prescriptions (new and refill) into computer for processing; notify pharmacist of any warnings.
- Prepare prescriptions for dispensing, including section of medication from inventory, counting, placing medication in appropriate container, and labeling.
- Assist customers by answering simple questions, locating items or referring them to the pharmacist for medication information.
- Contact clinician offices for refill authorizations.
- Assist the pharmacist in the management of inventory, including unpacking, logging in, and placing stock on shelves.

### **SUPPLEMENTAL FUNCTIONS:**

- Obtain professional development units as required by the Division of Student Affairs.

### **COMPETENCIES:**

- Attention to Detail
- Integrity
- Service Orientation
- Work Tempo

- Quality Orientation
- Initiative

### **MINIMUM QUALIFICATIONS:**

Education: **Associate's degree**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements:

- **Certification by the Pharmacy Technician Certification Board**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Basic pharmacy practices and procedures.
- Medications and medical supplies.
- Record-keeping techniques.
- Principles and processes for providing customer and personal services.
- Procedures and standards for the labeling and dispensing of prescription drugs.
- Software and computer applications used in pharmacies.

Skills and Abilities to:

- Understand and follow specific instructions and procedures.
- Effectively communicate, both orally and in writing.
- Use hand/eye coordination and manual dexterity sufficient to dispense drugs.
- Read and distinguish between colors and sizes sufficient to identify drugs.
- Use personal computers and related software applications.
- Fill prescriptions and dispense medications.
- Provide assistance to pharmacy students.
- Work as a team member and foster a cooperative work environment.
- Sort, check, count, and verify numbers.

### **WORKING CONDITIONS:**

No major sources of discomfort; standard office environment. Regularly reaches, stoops, bends, etc. to obtain bulk products for dispensing.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act

(exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.