UNIVERSITY OF SOUTHERN CALIFORNIA
Pharmacy Technician
Job Code: 187403

Grade: HD
OT Eligible: Yes
Comp Approval: 5/24/1994

JOB SUMMARY:
Under direct supervision of licensed pharmacist, performs duties related to patient medication profiles, drug preparation/compounding, labeling, and drug distribution. Orders and maintains pharmaceutical and medical supplies.

JOB ACCOUNTABILITIES:

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<th>E/M/NA</th>
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- Reviews all incoming orders, enters data into computerized patient profiles, generates labels.
- Compiles appropriate medical and medication information from patient or patient's medical records, determines billing procedures, patient benefits and eligibility.
- Prepares or compounds medications for the pharmacist's review.
- Maintains adequate drug stock levels, including investigational drugs. Orders medication supplies from distributors.
- Prepares and maintains general patient records in conformity with state and federal regulations.
- Assists in promoting special health programs that enhance and encourage good health, such as blood pressure monitoring and diabetes testing programs.
- Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

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Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Specialized/Technical Training

Minimum Experience:
1 Year

Minimum Field of Expertise:
Completion of accredited pharmacy technician training program or equivalent experience as per Board of Pharmacy technician regulations, sec. 1793.4. Knowledge of pharmacy law, rules, regulations, pharmacology & medical terminology, manufacturing procedures. Valid Pharmacy Technician Certificate of Registration, State of California.

**Preferred Education:**
Bachelor's Degree

**Preferred Field of Expertise:**
Working knowledge of brand and generic drug names, packaging, aseptic compounding procedures, disposal protocols used with intravenous products and inventory.

**Skills: Administrative:**
- Assemble and organize numerical data
- Compute totals
- Establish filing systems
- Gather data
- Input data
- Maintain filing systems
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- Verify calculations

**Skills: Machine:**
- Calculator
- Computer Network (Department or School)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier
- Typewriter

**Supervises: Level:**
May oversee student, temporary and/or casual workers.

**Supervises: Nature of Work:**
Technical

**Comments:**
Also uses specialized pharmacy software and database programs, microfiche machines, and Ultraface-inventory control/ordering.

**SIGNATURES:**
Employee: ______________________________  Date: ______________________________
Supervisor: ______________________________  Date: ______________________________

The above 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.
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