UNIVERSITY OF SOUTHERN CALIFORNIA
Per Diem Pharmacy Technician - Restricted Use
Job Code: 187405

OT Eligible: Yes
Comp Approval: 10/28/2016

JOB DESCRIPTION:
Serves on a per diem basis. 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:

*E/M/NA % TIME

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 RESPONSSE/RECOVERY:
Essential: 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
Gather data
Input data
Maintain filing systems
Prioritize different projects
Research information
Understand and apply policies and procedures
Verify calculations

Skills: Machine/Equipment:

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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