

Wright State University
CLASSIFIED JOB SPECIFICATION
Pharmacy Technician

I. JOB INFORMATION

Job Title: Pharmacy Technician (CS 03)

Job Class: 31111 FLSA Status: Non-Exempt

II. JOB SUMMARY

Under direct supervision oversees the day to day operation of the pharmaceutical function of a clinic or research program. Maintains supplied pharmaceuticals, placebos, specimen kits, and related. May monitor and audit pharmacies of member hospitals as it relates to provided study drugs.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Orders, receives, labels, records and stores incoming pharmaceuticals
- Receives and packages drug requests and verifies correct information for patient, drug, and dosage.
- Conducts bi-weekly audits of all pharmaceuticals and enters data in Filemaker database.
- Retrieves discontinued or expired pharmaceuticals from stock, and discards or returns to supplier and documents the same.
- May conduct quarterly audits of satellite pharmacies.
- May package and ship research specimens according to protocol specifications.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two year post secondary education and one years of full time clinical/pharmacy assistant related work experience OR a high school diploma and three years of full time clinical related work experience. Strong interpersonal, communication and organizational skills. Ability to calculate basic math. Excellent customer service skills.

V. WORKING CONDITIONS

Pharmacy environment; requires light physical effort (stooping, bending, lifting) and extended periods of standing.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

31110

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.