

**Position Title: Pharmacy Tech (08/28/2018)**

**Supervisor:**

In the world of pharmaceuticals, a pharmacy technician plays a vital role in any setting. Before we move further, it’s important to understand that a pharmacy technician is always supervised by the Pharmacist or Physician whom they works with. Pharmacy Technician will process and fill prescriptions. You will also undertake other tasks under the direction of a supervisor to provide excellent customer service and ensure the pharmacy runs smoothly. As a pharmacy technician you must be detail-oriented and reliable since the job has high responsibility. You must possess excellent communication skills as well as aptitude in using computers.

## **Pharmacy Technician Responsibilities**

* Receiving prescriptions and checking their validity
* Processing prescriptions electronically and ensuring all information is complete and accurate
* Selecting the appropriate medicine and measuring dosages to fill prescription
* Sterilize surfaces and equipment and prepare the pharmacy for opening
* Greet customers and answer questions
* Resolve issues when they arise
* Perform the final check of the prescriptions
* Perform counselling with the patients – you cannot give them any advice related to drugs or health-related issue.
* Sort, stock, label medication and monitor inventory
* Orders, receives, and maintains inventory of drugs and chemicals, and ensures their security
* Undertake administrative tasks (e.g. record-keeping) as assigned
* Comply with all security measures and quality standards

**What pharmacy technician is prohibited to do by law is:**

* Perform the final check of the prescriptions
* Perform counselling with the patients – you cannot give them any advice related to drugs or health-related issue. This has to be done by the Pharmacist/Physician.

## **Requirements**

* Proven experience as pharmacy technician
* Experience with an online prescription system is a plus
* Knowledge of medication and dosage measurement
* Knowledge of pharmacy law and medical terminology
* Excellent communication and customer service skills
* Outstanding organizational skills
* Reliable with a keen eye for detail
* Successful completion of a pharmacy technician program
* Certified Pharmacy technician is an asset

**Acknowledgment :**

I have reviewed this job description and agree to perform the duties as well as the responsibilities there-in to the best of my ability. I also understand that my duties and responsibilities can change based on the needs of the company.

I have been offered and accepted this position:

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Name Signature Date

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Supervisor Date