

## SENIOR LABORATORY TECHNICIAN (I-PHARMACY)

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of a Pharmacist, an incumbent of this class is responsible for performing various tasks (as specified by the New York State Board of Regents) to assist the professional pharmacy staff in the preparation of drugs for dispensing. Supervision is not a regular responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists pharmacists in the dispensing of drugs as follows:

Types prescription labels and affixes them to appropriate containers;

Enters and retrieves prescription data from an automated file as required by the New York State Board of Pharmacy;

Procures routine drugs from the Pharmacy stock to fill requisitions from the nursing units;

Keeps prescription storage and location records active and up to date;

Fills containers with unit dosage of drugs;

Prepares manual records for dispensing drugs for the signature of the Pharmacist;

Maintains patient records;

Gives or delivers completed prescriptions to the patient or the patient's representative;

Prepares and prices drug requisitions and maintains adequate inventories in stock;

Prepares unit dose carts with a 24-hour supply of medications for individual patients;

Prepares I.V. admixtures and parenteral solutions as part of systematic manufacturing program, which includes the use of master formula, batch record, manufacturing log, audit trail, and quality control;

Prepares outpatient prescriptions;

Maintains work area in a clean and orderly fashion;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the accepted practices and procedures involved in the dispensing of drugs by non-licensed personnel as regulated by the New York State Board of Regents and the ASHP Accreditation Standard for Pharmacy Technicians; skill in the use of pharmaceutical apparatus, instruments, and equipment; ability to distinguish routine functions in a Pharmacy from those requiring the attention of a professional Pharmacist; ability to establish and maintain effective working relationships with physicians and other hospital medical staff; ability to follow oral and written instructions with accuracy and precision; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; sound judgment; accuracy; tact; resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High School or equivalency diploma and either (a) two years of experience as a pharmacy technician; or (b) Possession of certification as a Pharmacy Technician.

SUBSTITUTIONS: Either: (a) Possession of an Associates Degree\* or successful completion of 60 college credits\* may be substituted for one year of experience listed in (a) above; or (b) Completion of 30 credits at an approved college or university toward a Bachelor's Degree\* or a Master's Degree\* in Pharmacy may be substituted on a year for year basis for the above stated required training and experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.