

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Pharmacy Technician**

**Class Code: 50620**

**Pay Grade: GE**

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### **A. Purpose:**

Provides assistance to Pharmacists in processing prescriptions for distribution to clients/patients in an institution setting and in maintaining the daily operations of a pharmacy.

### **B. Distinguishing Feature:**

The Pharmacy Technician receives written orders, prepares medications, fills clients/patients medication carts, and inventories pharmaceutical supplies under the authority of a Pharmacist. The Medication Aide has completed a medication aide course and dispenses oral medications and provides treatments under the direction of a licensed nurse.

The Pharmacist I dispenses prescriptions and compound medicines.

The Pharmacist II directs and administers a pharmacy unit in a state hospital or institution.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Processes prescriptions for distribution under the direct supervision of a Pharmacist to ensure clients/patients receive proper medication.
  - a. Receives prescriptions and fills orders.
  - b. Enters prescription information using appropriate codes, generic equivalents and timelines.
  - c. Prepares prescription by counting or pouring medications and packages medications in unit dose or bulk supply.
  - d. Prepares medication carts for distribution by Medication Aides.
  - e. Assists the pharmacist in mixing pharmaceutical preparations.
  - e. Issues and dispenses medications to units or wards as authorized by a Pharmacist.
  - f. Identifies and labels containers of medications.
2. Works with insurance carriers to ensure accurate prescription claims filing and proper billing.
  - a. Communicates with insurance carriers to resolve prescription claims rejections.
  - b. Works with insurance companies to obtain payment for prescription claims.
  - c. Determines what medications are covered by insurance carriers.
  - d. Reviews and compares remittance and reconciliation sheets.
3. Maintains computerized and manual files of medication records to ensure accurate record keeping and billing.
  - a. Loads patient and medication information onto a computerized pharmacy system.
  - b. Stores written prescription forms after medications are dispensed.
  - c. Prints labels and runs reports.
4. Maintains the day to day operations of the pharmacy to ensure an orderly and efficient unit.
  - a. Provides information and responds to questions that do not require a pharmacist's expertise or judgment, such as medication availability, disposition of an order, etc.
  - b. Maintains medication and supply inventories.

- i. Monitors expiration dates and rotates stock.
    - ii. Submits orders for medication and checks incoming orders against invoices.
    - iii. Stocks shelves with incoming orders.
    - iv. Returns usable stock to inventory upon patient discharge or discontinuation of order.
  - c. Cleans, washes, and sterilizes containers, equipment, and work areas.
5. Performs other work as assigned.

**D. Reporting Relationships:**

Typically no subordinates report to this position.

**E. Challenges and Problems:**

Challenges include being exact and accurate in preparing and filling doses of medications because an error in the medication given to a client/patient could be fatal; becoming familiar with drug names as well as their generic names and understanding and operating the pharmacy computer system. Also challenging is investigating insurance claims rejections and reconciling remittance sheets.

Typical problems facing the incumbent include reading and understanding physician's handwritten orders and delivering medications on time.

**F. Decision-making Authority:**

Decisions include following established policies and procedures in relation to receiving, reviewing, sorting and processing a variety of medication and supply orders to ensure orders are filled precisely according to the doctor's and pharmacists' instructions.

Decisions referred include anything that requires the professional judgment or expertise of a pharmacist.

**G. Contact with Others:**

Daily contact with nurses and other hospital/institutional staff to receive and distribute prescriptions; and frequent contact with suppliers to order more medications, and insurance carriers to discuss claims issues.

**H. Working Conditions:**

The incumbent works in a typical pharmacy environment, which involves frequent lifting and carrying objects weighing up to 25 pounds. Incumbent is also required to handle potentially dangerous/toxic medications.

**I. Knowledge, Skills and Abilities:**

Knowledge of:

- the principles, practices, and standards of a pharmacy;
- pharmaceutical terminology and abbreviations;
- generic drug equivalents;
- insurance billing.

Ability to:

- analyze information;
- follow instructions;
- maintain pharmaceuticals and related supplies;
- relay information clearly and concisely;
- operate office and pharmacy equipment.

**J. Licenses:**

Within two years of hire Pharmacy Technicians must be nationally certified and pass a board-approved pharmacy technician certification examination that is accredited by the National Commission for Certifying Agencies (NCCA).