

## Sample Position Description

### Advanced Hazardous Drug Compounding Pharmacy Technician

- I. **General Description:** The duties of this position are to assist with and contribute to the provision of care to patients under the guidance of registered pharmacists and the direct supervision of the Lead Pharmacist or Supervisor. The incumbent is a highly specialized technician who serves as a hazardous drug technician responsible for the management, compounding, and handling of hazardous medications in the inpatient setting. The incumbent serves as a content expert on sterile compounding and assists supervisors with the oversight of competence and overall compliance with USP Chapters <797> and <800>. The Hazardous Drug Compounding Technician is responsible for assisting the Lead Pharmacist with overseeing compliance with all USP chapters and other applicable laws, regulations, and standards. The position functions with a high degree of autonomy with all activities subject to quality of service measurements.

II. **Qualifications:**

A. Required Experience

- High school diploma or equivalent educational diploma (e.g., a GED or foreign diploma )
- Completion of the ASHP Sterile Product Preparation Certificate program
- Pharmacy Technician Certification Board (PTCB) Certification
- State Registration/ Licensure as a pharmacy technician
- At least six months of sterile compounding experience

B. Knowledge, Skills and Abilities

1. Ability to prepare sterile compounds under the supervision of a pharmacist
2. Ability to maintain aseptic technique under stressful conditions
3. Knowledge of proper aseptic techniques
4. Knowledge of proper handling requirements for specific hazardous drugs
5. Ability to solve problems and make recommendations, e.g., troubleshoot operational problems and refer for appropriate action
6. Knowledge of the operation and care of automated equipment
7. Knowledge of, and ability to follow, written instructions for compounding with aseptic technique for hazardous materials such as oncologic agents
8. Knowledge of and ability to perform compounding with aseptic technique for routine sterile products
9. Knowledge of pharmacy policies and procedures sufficient to train and orient new employees and other staff
10. Knowledge of the three NIOSH groups of hazardous drugs and potential risks associated with each
11. Knowledge of proper procedures for storing, handling, disposing of hazardous drugs
12. Knowledge of safe and effective use of personal protective equipment
13. Knowledge of the requirements for ordering, receiving, and stocking of hazardous drugs
14. Knowledge of applicable USP Chapters <797> and <800> standards

III. **Functions of Position:**

A. Patient Care

1. Receiving, reviewing and preparing provider's orders for hazardous drugs
2. Brings questionable prescriptions/orders or any situation that present a possible hazard to patient care to the attention of a pharmacist for resolution

B. Distributive Functions.

1. Generating of proper product identification labeling and assigning accurate stability and handling information. Includes any additional information to ensure safety and efficacy to the patient and other handlers of the product
2. Upon completion of filling the prescription/medication order ensures assigned pharmacist is contacted for final check
3. Ensures that the hazardous drug preparation area and equipment stored there are clean, maintained and in good working order, communicating any needs to the appropriate supervisor or service
4. Adheres to all policies and procedures for the safe handling, dispensing and disposal of hazardous drug agents
5. After orders are reviewed by a pharmacist for therapeutic propriety, the technician reviews orders for technical accuracy and prepares drug for dispensing
6. Utilizes knowledge base to alert pharmacist to potential issues, including name alerts, product shortages, and computer entry discrepancies
7. Demonstrates understanding of and ability to utilize automated pharmacy systems.
8. Demonstrates ability to operate, utilize, and care for all pharmacy equipment
9. Maintains a neat, organized work environment, which includes routine return of medication stock containers to appropriate storage, restocking of shelves, acquisition, storage, and replacement of computer labels, paper and toner cartridges
10. Adheres to inventory control procedures with attention to (and documentation of) product shortages, increased usage, product description discrepancies, use of automated inventory scanner, and timely appropriate stocking of delivered pharmaceuticals and supplies
11. Performs timely completion of monthly pharmacy and unit inspections
12. Adheres to procedures relating to quality control of pharmacy products (e.g. expiration dates, intact seals, deterioration of product, and storage temperature)
13. Compounds parenteral admixtures to be delivered in the form of large volumes, small volumes, infusion syringes, minibags, etc.
14. Performs all duties as a member of the general inpatient/outpatient technician position rotation including the preparation and dispensing of medications.
15. Uses standard protocols to determine an accurate expiration date for each product prepared
16. Displays competence with good manufacturing practices and sterile technique through demonstration and/or actual work performance
17. Effectively distributes controlled substance medications in inpatient patient care areas as backup to the primary Controlled Substance Technician

C. Administrative

1. Assists with special projects as requested by pharmacy department personnel
2. Is able to establish priorities and complete tasks with minimum supervision
3. Coordinates workflow, breaks, and lunch coverage among peers. Assists with coverage of scheduling issues as needed
4. Assists with development and implementation of departmental policies/procedures.
5. Supervision: Provides work direction and guidance to student technicians, volunteers, and student pharmacists
6. Demonstrates familiarity with hospital emergency procedures, personal hygiene/sanitation requirements, availability of employee health for work-related injury and Employee Assistance Program
7. Adheres to hospital and department environmental policies relating to recycling and pharmaceutical waste

8. Demonstrates familiarity with USP Chapters <800> and <797> and Joint Commission medication safety goals
  9. Recognizes, identifies, and reports problems. Initiates suggestions for improvement / solutions, or refers to supervisory staff for appropriate action/follow-up
- D. Customer Service and Teamwork
1. Maintains excellent working relationship with department and organization staff
  2. Is courteous and professional at all times
  3. Effectively promotes teamwork among staff, residents, and students
  4. Responds to request for assistance from patients, families, and staff in a friendly and cooperative manner
- E. Scholarly Activities/Professional Service
1. Assists in the education and training of new hazardous drug compounding pharmacy technicians
  2. Assisting with the education and training of pharmacy staff in safe and aseptic handling techniques
  3. Assists with the annual competency and training requirements of pharmacy staff regarding aseptic technique
  4. Coordinates with the annual competency and training requirements of pharmacy staff regarding hazardous medications
  5. Responsible for maintaining professional competencies including knowledge of new developments in pharmacy practice and education, new drugs, new drug treatments, and incorporating these into daily activities
  6. Assists in training, orientation, and oversight of new technicians, pharmacy student technicians, intermittent technicians, clerkship students, pharmacy residents, and volunteers
- F. Regulatory Compliance
1. Ensure all staff have required training up to date (i.e. fingertip glove test and media fill testing)
  2. Review and draft an initial template for Assessment of Risk (AOR) for newly approved drugs or new formulations of drugs for review/completion by the inpatient pharmacy supervisor
  3. Audit documentation of required cleaning processes for sterile compounding areas