

POSITION TITLE: PHARMACY TECHNICIAN – COMPLIANCE PHARMACY TECHNICIAN LEAD			
POSITION SCOPE: LOCAL			
Division Name		Company	
Department	Pharmacy	Reports To	Director of Pharmacy
FLSA Status	NON-EXEMPT	Supervisory Responsibility	NO
Travel Required	LOCAL	Travel Frequency	Light 0-25%
Date Last Updated			

Job Summary / Purpose

The Compliance Pharmacy Technician Lead is responsible for ensuring that all areas where sterile products are compounded, stored or administered within the pharmacy remain in compliance with current regulatory standards. Under the direct supervision of the Lead IV/Regulatory Pharmacist, this specialized pharmacy technician oversees the training and performance of all staff who prepare sterile and nonsterile compounds, focusing on standardizing education, monitoring daily activities, assisting with compounding activities, designing optimal workflow, ensuring that quality assurance standards are established and achieved, and that environmental and personnel monitoring is complete and meets established parameters.

Essential Key Job Responsibilities

1. Demonstrates thorough knowledge of USP chapters 795, 797, and 800, and maintains awareness of regulatory interpretation and proposed updates. Shows ability to envision, develop, and implement strategies to achieve compliance.
2. Collaborates with the Lead IV/Regulatory Pharmacist and the Pharmacy Technician Supervisor to set standards and guidelines to perform training, education, and evaluation of pharmacists and pharmacy technicians in aseptic technique in use of Closed System Drug Transfer Devices (CSTD), Sterile Laminar Airflow Workstations (LAFW), Compounding Aseptic Isolators (CAI), and Biological Safety Cabinets (BSC).
3. Collaborates with the Lead IV/Regulatory Pharmacist and the Pharmacy Technician Supervisor to set standards and guidelines to perform training, education, and evaluation of pharmacists and pharmacy technicians in nonsterile compounding techniques and Containment Ventilated Enclosure (CVE)/Powder Hood and other compounding equipment.
4. Executes and evaluates required environmental and personnel testing for USP chapters 795, 797, and 800 compliance, analyzing and correcting causes for test result excursions. Performs and/or schedules environmental monitoring as required, evaluating results and collaboratively remediating excursions.
5. Demonstrates proficiency in department technology and information systems as they relate to the production of sterile IV compounding. Manages and serves as the operational expert for compounding software systems, responsible for building compounding database/formulas, educating users, troubleshooting, and optimization across all compounding facilities.
6. Conducts and evaluates annual competencies for staff in all compounding areas, remediating when necessary.
7. Assists with compounding as necessary during peak activity periods, demonstrating competency with high-risk calculations and hazardous drug compounding standard processes.

8. Ensures operational compliance with The Joint Commission, Center for Improvement in Healthcare Quality (CIHQ), DEA, FDA, Board of Pharmacy rules and regulations, including recordkeeping and record retention.
9. Interacts effectively with colleagues and other members of the health care team in a professional manner to accomplish goals, including EVS, BioMed, vendors, and contracted testing companies.
10. Identify areas for improved compounded preparation efficiency.
11. Perform all duties of a pharmacy technician by maintaining appropriate knowledge and understanding of Department of Pharmacy processes, policies and procedures as outlined during initial training and ongoing competency assessments.
12. Other duties as assigned.

Minimum Qualifications

Required Education for Staff Job Levels	<ul style="list-style-type: none"> Graduate of ASHP accredited Pharmacy Technician Program and Associates Degree or Equivalent Experience. Minimum of 3 years Hospital Pharmacy experience. Minimum of 3 years full-time continuous compounded preparation work experience. Certified Completion of USP 795, USP 797, and USP 800 Training through ASHP, Critical Point, NPTA, PTCB, BPTS, or equivalent within 18 months of hire. Completion of required number of hours of ACPE-certified, pharmacy technician specific training in order to maintain required certifications.
Required Licensure and Certifications	<ul style="list-style-type: none"> Board of Pharmacy Technician License. Licensure must be received within 90 days from the first day of employment. National Certification (CPhT)
Required Minimum Knowledge, Skills and Abilities	Excellent verbal and written communication, Excellent knowledge of drug names desired with the expectation of continuing education on new drugs. Excellent computer skills, including proficiency in word and excel.
PREFERRED Qualifications	<ul style="list-style-type: none"> Minimum of 5 years Hospital Pharmacy experience. National Advanced Certification (CPhT-Adv)

Age of Patients Served

DOES PATIENT AGE APPLY TO ROLE?	ALL AGES APPLY	Applies	Infants (0-1 year)	Applies
	CHILDREN (1-12 YEARS)	Applies	Adolescents (13-17 years)	Applies
	ADULTS (18-64 YEARS)	Applies	Geriatrics (65+)	Applies

Physical / Functional Job Requirements

Activity		Essential to Job Performance?	Frequency
Postures / Movements	Balancing	ESSENTIAL	Frequently Present in Job (34%-65%)
	Climbing	ESSENTIAL	Occasionally Present in Job (1%-33%)
	Crouching/Crawling/Kneeling/Squatting	ESSENTIAL	Occasionally Present in Job (1%-33%)
	Hand/Eye Coordination	ESSENTIAL	Continuously Present in Job (66%-100%)
	Lifting/Carrying (50#to 100#)	NON-ESSENTIAL	Rarely Present in Job (less than 1%)
	Lifting/Carrying (20# to 49#)	ESSENTIAL	Frequently Present in Job (34%-65%)
	Lifting/Carrying (0# to 19#)	ESSENTIAL	Continuously Present in Job (66%-100%)
	Pushing/Pulling: Average 10#/Max 30#	ESSENTIAL	Frequently Present in Job (34%-65%)
	Pushing/Pulling: Average 10+#/Max 30+#	ESSENTIAL	Frequently Present in Job (34%-65%)
	Reaching/Grasping (below shoulder level)	ESSENTIAL	Frequently Present in Job (34%-65%)
	Reaching/Grasping (Overhead/Extension)	ESSENTIAL	Frequently Present in Job (34%-65%)
	Repetitive Motions (wrists, hands or fingers)	ESSENTIAL	Continuously Present in Job (66%-100%)
	Sitting	ESSENTIAL	Rarely Present in Job (less than 1%)
	Standing/Walking	ESSENTIAL	Continuously Present in Job (66%-100%)
	Stooping (Bend spine at Waist)	ESSENTIAL	Frequently Present in Job (34%-65%)
	Twisting (Back/Neck/Waist/Knees)	ESSENTIAL	Frequently Present in Job (34%-65%)
Cognitive / Sensory	Hearing	ESSENTIAL	Continuously Present in Job (66%-100%)
	Seeing (Color/Depth Perception)	ESSENTIAL	Continuously Present in Job (66%-100%)

Demands	Seeing (Near/Far Field of Vision)	ESSENTIAL	Continuously Present in Job (66%-100%)
	Talking	ESSENTIAL	Frequently Present in Job (34%-65%)
Mental Demands	Acute Medical Situations	ESSENTIAL	Frequently Present in Job (34%-65%)
	Contact with Physician/Patient/Family	ESSENTIAL	Frequently Present in Job (34%-65%)
	Frequent Training/Re-Training	ESSENTIAL	Continuously Present in Job (66%-100%)
	High attention to detail and mental focus	ESSENTIAL	Continuously Present in Job (66%-100%)
Working Conditions	Day/Night/Weekend/Flexible Shifts	ESSENTIAL	Continuously Present in Job (66%-100%)
	On-call/Overtime/Shift Reduced or Cut	ESSENTIAL	Occasionally Present in Job (1%-33%)
Environmental Conditions / EXPOSURES	Blood-borne Pathogens (SKIN, EYE, MUCOUS MEMBRANE OR PARENTERAL CONTACT WITH BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIAL)	ESSENTIAL	Rarely Present in Job (less than 1%)
	Noise	ESSENTIAL	Occasionally Present in Job (1%-33%)

ACTIVITY		ESSENTIAL TO JOB PERFORMANCE?	FREQUENCY
	MECHANICAL HAZARDS	ESSENTIAL	CONTINUOUSLY PRESENT IN JOB (66%-100%)
	ELECTRICAL HAZARDS	ESSENTIAL	OCCASIONALLY PRESENT IN JOB (1%-33%)
	CHEMICAL HAZARDS	ESSENTIAL	FREQUENTLY PRESENT IN JOB (34%-65%)
	RADIATION	ESSENTIAL	OCCASIONALLY PRESENT IN JOB (1%-33%)
	FUMES/ODORS/GASES/MIST	ESSENTIAL	FREQUENTLY PRESENT IN JOB (34%-65%)
	TEMPERATURE EXTREMES (HOT/COLD)	ESSENTIAL	OCCASIONALLY PRESENT IN JOB (1%-33%)
	STRINGENT HYGIENE STANDARDS	ESSENTIAL	CONTINUOUSLY PRESENT IN JOB (66%-100%)