

PHARMACY TECHNICIAN SPECIALIST – IV ROOM

Job Description

General Position Information

Reports directly to (Title):	Director of Pharmacy
Matrix reports to (Title):	N/A
Direct Reports:	No
Created / Last Revised:	1/25/2013 / 10/1/2019
Job Code:	11035

Position Summary

The Pharmacy IV Technician is responsible for accurately performing all advanced and basic pharmacy technician functions in a timely manner. In addition, the IV technician is responsible for assisting the Registered Pharmacist in the provision of pharmaceutical services such as labeling and preparation of medications; mixing IV admixture solutions as required using aseptic technique in the Laminar Air Flow hood. The IV technician is responsible for cleaning and maintaining the sterile compounding room and maintaining quality assurance as per USP 797/800 guidelines in accordance to the Pharmacy State Law. The technician may be responsible for performing duties associated with Automated Dispensing Cabinets (ADCs) and other specialized duties as assigned by the pharmacy management team.

Major Responsibilities:

- Works Independently with minimal supervision; organizes and prioritizes work assignments
- Prepares intravenous admixtures and other sterile products accurately
- Compounds chemotherapy preparation per established policy
- Completes all compounding personnel annual training to include competencies in hand hygiene, garbing, cleaning and disinfection, calculations, aseptic technique, use of equipment, documentation of the compounding process, understanding of proper user of primary engineering controls (PEC), and principles of movement of materials and personnel within the compounding area
- Ensures that all compounding personnel complete written or electronic training every 12 months
- Ensures that all compounding personnel perform media-fill testing to assess their sterile technique and related practices upon hire, and every 6 months thereafter
- Ensures that gloved fingertip and thumb sampling is performed inside of an ISO Class 5 PEC following media-fill tests upon hire and every 6 months thereafter
- Ensures that the surface sampling of all areas and-through chambers connecting to direct compounding area are sampled monthly and that a corrective action plan is developed and implemented for any outlier results
- Ensures that the compounding area is certified per CETA guidelines every 6 months; assists DOP with implementation and documentation of a corrective action plan if any out-of-range results occur
- Prepares all work records needed for day at their designated times including the Discontinued, Transfers, and Discharges Lists of parenteral preparations and efficiently processes these reports before medications are dispensed to the patient care areas
- Provides quality reports to the Director of Pharmacy and Pharmacy Manager utilizing compounding safety software; works with compounders to meet acceptable bypass or error rates
- Assists the pharmacists in clinical reviews as assigned (ie. IV medication reconciliation)
- Performs periodic audits to ensure that all compounders are following appropriate garbing procedures, hand hygiene, and compounding preparation processes
- Performs periodic audits to ensure that all compounders are following appropriate cleaning and disinfecting procedures
- Ensures that all compounding supplies inventory levels are adequately stocked; works with Buyer on strategy when shortages arise
- Oversees receiving, storage, and return of compounding medications, devices, and supplies
- Provides training and technical support to all pharmacy staff regarding sterile compounding equipment and processes

- Ensures completion and proper documentation of all USP 800 and USP 797 daily/monthly requirements (i.e. Cleaning laminar airflow cabinets and biological safety cabinets, proper storage and handling, wearing personal protective equipment (PPE), etc.)
- Ensures that designated Hazardous medications and Chemotherapy agents are handled and stored according to Policy, in accordance with USP 800 guidelines
- Ensures adequate Hazardous personal protection and closed system compounding supplies are stocked; ensures that hazardous waste containers are removed from area timely
- Rotates stock to ensure use before expiration date. Maintains inventory within budgeted guidelines
- Performs random audits to ensure that products have appropriate BUD and re-dispense products are supported by originally assigned BUD
- Performs routine inspection of all drug storage locations for compliance with appropriate storage conditions, separation of drugs and food, proper use of multi-dose vials (MDV) and avoidance of using single-dose products as MDVs, and storage of Compounded Sterile Preparations (CSP) and other drug products in patient-care areas are done in a way to secure them from unauthorized visitors and patients
- Assists Buyer in Annual Inventory preparation – updating shelf labels
- Works with DOP and Pharmacy Manager on strategies to reduce waste
- Randomly audits compounding process of controlled substances
- Oversees of compounding log documentation completion

Other

- Performs other duties as assigned
- Practices and adheres to the “Code of Conduct” and “Mission and Value Statement”

Education & Experience:

- | | |
|---|-----------|
| • High School Diploma or GED | Required |
| • Associate or Bachelor degree | Preferred |
| • 3 Years related hospital experience | Preferred |
| • 1 Year Sterile Compounding Experience | Required |

Licenses, Certifications, & Training:

- | | |
|--|----------|
| • State Board of Pharmacy Registration (if applicable per State) | Required |
| • National Pharmacy Technician Certification (PTCB) | Required |
| • ASHP Sterile Preparation Institutional Training or Similar | Required |

Knowledge, Skills, Abilities, Behaviors:

- | | |
|---|----------|
| • Adaptability – Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures. | Required |
| • Building Strategic Work Relationships – Developing and using collaborative relationships to facilitate the accomplishment of work goals. | Required |
| • Contributing to Team Success – Actively participating as a member of a team to move the team toward the completion of goals. | Required |
| • Customer Focus – Ensuring that the customer perspective is a driving force behinds business decisions and activities; crafting and implementing service practices that meet customers’ and own organization’s needs. | Required |
| • Technical / Professional Knowledge and Skills – Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping up with current developments and trends in areas of expertise. | Required |
| • Work Standards – Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed. | Required |

Physical Demands

Activity: (Hours / Day)		Rarely (Up to 3 Hours)	Occasionally (3+ Hours)	Frequently (6+ Hours)	Routinely (8+ Hours)
Balancing		☐	☐	☒	☐
Bending		☐	☐	☒	☐
Climbing		☐	☒	☐	☐
Color Vision		☐	☐	☐	☒
Crawling		☒	☐	☐	☐
Driving		☐	☒	☐	☐
Handling		☐	☐	☐	☒
Reaching		☐	☐	☐	☒
Sitting		☐	☐	☐	☒
Standing		☐	☐	☐	☒
Typing		☐	☐	☒	☐
Walking		☐	☐	☐	☒
Work at elevated levels (work at higher levels, on the roof)		☒	☐	☐	☐
Activity: (Hours / Day)	Max Weight (In Pounds)	Rarely (Up to 3 Hours)	Occasionally (3+ Hours)	Frequently (6+ Hours)	Routinely (8+ Hours)
Lift / Carry	26-50 lbs.	☐	☒	☐	☐
Push / Pull	26-50 lbs.	☐	☒	☐	☐

Environmental Conditions

Exposure To:	Rarely (<Monthly)	Occasionally (Monthly)	Frequently (Weekly)	Routinely (Daily)
Blood-borne pathogens	☒	☐	☐	☐
Communicable disease	☒	☐	☐	☐
Dust/fumes/plume	☒	☐	☐	☐
Extreme conditions, hot/cold	☒	☐	☐	☐
Gaseous Risk exposure	☒	☐	☐	☐
Loud noises	☐	☐	☐	☒
Moving mechanical parts	☐	☐	☐	☒
Potential electrical shock	☒	☐	☐	☐
Toxic/caustic/chemicals/detergents	☐	☐	☐	☒
X-ray/electromagnetic energy	☒	☐	☐	☐

Travel Required

☒	No Travel: The job does not require any travel.
☐	Occasional Travel: The job may require travel from time- to-time, but not on a regular basis.
☐	The job may require up to 25% travel.
☐	The job may require up to 50% travel.
☐	The job may require up to 75% travel.
☐	The job may require 76% or more travel.

Patient Care

☒ No Patient Care

☐ Patient Care

☐ Neonates 1 – 30 days

☐ Infants 30 days – 1yr.

☐ Children 1 – 12 yrs.

☐ Adolescents 13 – 17 yrs.

☐ Adults 18 – 70 yrs.

☐ Geriatrics 70+

My signature below acknowledges that I have read the above job description and agree that I can perform the responsibilities and meet the requirements. I also understand that this job description may change at any given time based on organizational or departmental needs.

Signoff & Acknowledgement

X