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# Example of Hospital Pharmacy Technician Job Description

Our company is growing rapidly and is looking for a hospital pharmacy technician. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for hospital pharmacy technician

* Rounds-checks for envelopes and stock-outs with each
* Promptly and accurately compounds pharmaceuticals according to approved manufacturing procedures
* Demonstrates competency in preparation, packaging, and disposal of chemotherapeutic agents in accordance with all applicable state and federal regulations for hazardous substance disposal
* Maintains schedule of deliveries to all units for rounds and cartfill
* Maintains pharmacy inventory including maintaining medication stock and supplies
* Assists in other tasks and/or assignments as may be required by Director for efficient department operation
* Ability to work independently, meets deadlines, establish priorities, and be flexible
* Knowledge of proper aseptic technique for sterile and non-sterile compounding
* In this position you will report to Director of Pharmacy under direct supervision of pharmacist
* Fills, packages, labels and stocks unit dose cart from patient profile card or computerized pick list

## Qualifications for hospital pharmacy technician

* Must be knowledgeable of and be able to work with the metric system, fractions, decimals, ratios and proportions, percentages, dosage calculations and dilutions of stock solutions
* May require rotating shifts and weekends
* 3 years of pharmacy experience in a hospital setting preferred
* Basic knowledge of computers and automated dispensing systems
* National certification is preferred in the state of UT
* Prior experience in hospital pharmacy is desirable