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# Example of Inpatient Pharmacy Technician Job Description

Our innovative and growing company is looking to fill the role of inpatient pharmacy technician. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for inpatient pharmacy technician

* Collect & verify patient medication histories
* Perform routine pharmacy work that may include inventory, sterilization and maintaining patient records
* Deliver medications to nursing units, clinics and procedural areas
* Interact with professional and technical staff customers in a friendly and courteous manner
* Maintains cleanliness and aseptic technique while following established departmental compounding practices and procedures when mixing intravenous admixtures including IVPBs, large volume parenterals, and total parenteral nutrition, if necessary
* Determines when phone calls or emergency situations need to be referred to a pharmacist
* Assumes responsibility for performance of job duties in the safest possible manner, to ensure personal safety and that of coworkers, and to report all preventable hazards and unsafe practices immediately to management
* Assist licensed pharmacists to formulate, label and dispense medications and other health care products in accordance with regulatory requirements
* Fills and dispenses unit dose, IV Admixtures, and/or chemotherapeutic medications under the direction of pharmacists
* Resolves aspects of specialty pharmacy insurances, including Medicare, Medicaid, Pharmacy Benefit Managers (PBM), and Preferred Provider Organizations (PPO) and communicates with payors and advises patients or physician of results as needed

## Qualifications for inpatient pharmacy technician

* 2+ years experience as a Pharmacy Technician in an Inpatient Pharmacy/acute care setting
* Must be a Registered Technician with the State of Georgia by
* Basic computer data entry skills required and typing approximately 30 wpm
* Six months of hospital experience preferred
* Proficient knowledge of computers, automated dispensing cabinets, calculators, various computerized and mechanical devices necessary for product preparation and dispensing (e.g., scales, micromix, strip packer, web site resources, general compounding, laminar air flow hoods, biological safety cabinets, ) preferred
* Minimum six months related experience, hospital experience preferred