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# Example of Lead Pharmacy Technician Job Description

Our company is searching for experienced candidates for the position of lead 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 lead pharmacy technician

* Filling department and floor stock orders
* Generation of I.V
* Interpretation of physician medication orders adequate enough to find medication orders for corresponding MAR corrections, handle nursing questions about medication requests and sorting in-coming medication orders
* Keeping a "short list" for inventory ordering
* Knowledge and execution of computer related functions, , generation of standard daily reports, admissions, discharge, transfers, and debit/credit charge functions
* Other duties as requested by Pharmacists
* Performing required errands
* Preparation of outpatient medications including prescriptions labels for day surgery eye medications, pass medications, and other outpatient medications
* Preparing I.V
* Reconciliation and refill of Pyxis cabinets and crash cart medications

## Qualifications for lead pharmacy technician

* Special projects such as helping with reports and assisting in nursing state inspections
* Use of aseptic technique in the preparation of sterile products
* Use of proper techniques and precautions in the preparation of Chemotherapy
* When necessary, a Pharmacy Technician may also function in the capacity of a Pharmacist Assistant
* Pick and place orders in area accordion to long term care location and facility delivery times
* Note out of stock items and inform purchasing an create back order document for nursing facility