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# Example of Tech-Pharmacy Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of tech-pharmacy. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for tech-pharmacy

* Works in a fast-paced production environment known as an automated refill center
* Performs warehouse operations such as packing prescriptions, receiving, put away, and shipping
* Maintains continuous, consistent work flow in order to meet daily production goals
* Assist with the preparation of medication orders by compounding or admixing medications
* Check all orders for completeness of information
* Admix drugs as ordered by the Physician in an accurate and timely manner as per department guidelines and preparing all drugs with OSHA guidelines and interoffice guidelines,Calculate correct dosage volumes, converting between metric and apothecary equivalents
* Assist in cleaning hoods daily, checking drugs monthly for outdates and other quality assurance activities as assigned
* Assist in keeping accurate temperature logs on all protocol drugs and patient assistance drugs
* Maintain proper control documentation of medications including lot numbers
* Provide support with inventory control of medications, prepare labels, files and prepare billing

## Qualifications for tech-pharmacy

* High school graduate or GED
* Computer skills with office automation required
* Basic data entry into department automation
* Perform medication reconciliation and patient education (such as glucometer training, teaching insulin injections, warfarin education, etc)
* Room patients, take and document vital signs, and perform point of care testing (INR, glucose, etc) as needed
* Under pharmacist supervision, administer medications (i.e., insulin, flu vaccine, etc) and perform monofilament foot exams