

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

PHARMACY TECHNICIAN (Community)

DOT: 074.382-010/ O*NET-SOC: 29-2052.00 SVP 5

Job Description: Pharmacy technicians help licensed pharmacists prepare and dispense medication. *Physical Demands* Mildly active w/light lifting, carrying, or moving (up to 20 lbs); *General Educational Development* R3 M3 L3; *Aptitudes*- Average General Learning Ability, Verbal, Numerical, Form Perception, Clerical Perception, Finger Dexterity, Manual Dexterity and Color Discrimination.

Important Note: There are currently no state requirements for *certification* of pharmacy technicians.* Individuals must, however, be *registered* with the California State Board of Pharmacy in order to seek employment as a Pharmacy Technician in California. [Registration requirements](#) are set forth by the California State Board Pharmacy.

*While [certification](#) is voluntary for technicians in California, it may be required by employers. The *National Pharmacy Technician Certification* examination is administered by the Pharmacy Technician Certification Board. Eligible candidates must have a high school diploma or GED, and those who pass the exam earn the title of *Certified Pharmacy Technician (CPhT)*.

CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate knowledge and ability to identify laws and regulations governing the practice of pharmacy. (IN, S)
2. Can demonstrate knowledge and ability to identify pharmacy standards and ethics. (IN, S)
3. Can demonstrate knowledge and ability to identify organizational policies and procedures. (IN, S)
4. Can demonstrate knowledge and ability to identify ordinary drugs, equipment, and laboratory procedures in a pharmacy environment. (R, S, T)
5. Can demonstrate knowledge and ability to identify medication brands and generic names. (IN, S)
6. Can demonstrate knowledge and ability to identify medication actions, uses, dosages, routes of administration, dosage forms and storage requirements. (IN, S, T)
7. Can demonstrate knowledge and ability to utilize basic pharmaceutical and medical terminology, including: word roots, prefixes, suffixes, abbreviations and symbols, commonly used in prescribing, dispensing and recordkeeping of medications. (IN, S)
8. Can demonstrate knowledge and ability to carry out accurate and precise pharmaceutical calculations required for common dosage determination, employing both the metric and apothecary systems. (IN, S)
9. Can demonstrate knowledge and ability to identify the manipulative and record-keeping functions involved in and related to dispensing prescriptions. (R, IN, S, T)
10. Can demonstrate knowledge and ability to employ proper techniques for receiving, stocking and tracking inventory of prescription and over-the-counter medications. (R, IN, S, T)
11. Can demonstrate ability to take and record medication orders concisely, accurately and in a complete manner both on the telephone and in person. (R, I, IN, S, T)
12. Can demonstrate knowledge and ability to perform procedures and techniques relating to manufacturing, packaging, repackaging, and labeling of drug products. (R, I, IN, S, T)
13. Can demonstrate ability to appropriately price and file prepared prescriptions for review by Pharmacist. (IN, S)

14. **Can demonstrate ability to communicate with prescribers and their agents to obtain appropriate refill authorizations. (I, IN, S)**
15. **Can demonstrate knowledge of insurance and third party payment systems. (IN, S)**
16. **Can demonstrate ability to establish and maintain patient profiles. (IN, S, T)**
17. **Can demonstrate ability to prepare and complete insurance claims, reports, records, etc. utilizing knowledge of codes, procedures and record keeping techniques. (IN, S, T)**
18. **Can demonstrate knowledge and ability to maintain sterile conditions and aseptic techniques. (R, S, T)**
19. **Can demonstrated knowledge and ability to identify loss prevention techniques. (R, S, T)**
20. **Can demonstrate computer literacy with proficiency in general word-processing and computer data entry. (IN, S, T)**
21. **Can demonstrate ability to appropriately screen telephone calls for the pharmacist. (I, IN)**
22. **Can demonstrate accurate typing skills (minimum 35 words per minute). (T)**
23. **Can demonstrate ability to keep pharmacy work areas clean and orderly. (R, S, T)**
24. **Can demonstrate strong customer service and communication skills. (I)**
25. **Can demonstrate ability to effectively interact and work with other members of the pharmacy team. (I, IN)**