

## Job Description

<b>Division/Department</b>	MedQuest Pharmacy		
<b>Position Title</b>	Compounding Pharmacy Technician		
<b>Reports To Title</b>	Pharmacy Compounding Manager/Compounding Technician Supervisor		
<b>*Full Time Pay Class</b>	<b>Exempt</b>	SL/SB, Exemption:	X <b>Non-Exempt</b>

\*PT Roles default to Non-Exempt, Hourly

### POSITION OVERVIEW

The Compounding Pharmacy Technician is responsible for preparing compounded products under the direct supervision of the Pharmacy Compounding Manager, Compounding Technician Supervisor and Compounding Pharmacists. The Compounding team works in cooperation with other key pharmacy departments to guide patient orders from receipt to completion and shipping.

### RESPONSIBILITIES

#### Essential Job Functions

- Earns and maintains Subject Matter Expert (SME) status in at least one preparation
- Reviews, organizes and prioritizes daily assigned To-Do list items
- Effectively uses pharmacy computer system to create and review formula logs, as well as print labels and worksheets and manage inventory
- Uses proper compounding and labeling techniques emphasizing pharmaceutical elegance when making medications
- Properly cleans and maintains work area and compounding equipment upon completion of daily compounding, and documents all cleaning and maintenance
- Correctly uses equipment necessary for preparing compounded preparations
- Selects proper packaging for compounded products, i.e. correct bottle size, tube size, etc.
- Understands and can locate Safety Data Sheet "SDS" guidelines for maintaining safety and managing safety events in the lab
- Is able to locate and demonstrate general knowledge of MedQuest Standard Operating Procedures
- Uses proper garbing techniques in accordance with current MedQuest SOP guidelines
- Effectively prepares and organizes all compounded products for pharmacist review
- Demonstrates thorough understanding of USP <795> and <800> guidelines
- Works together with all team members to promote a community of cooperation and respect
- Reports to the Compounding Pharmacy Technician Supervisor and/or Pharmacy Compounding Manager for all matters concerning compounding operations

#### Additional Duties

- May assist with annual/periodic inventory activities and occasional Saturday work events
- May earn secondary SME status in additional preparation(s)

### REQUIREMENTS

- Able to perform essential functions of position as outlined above
- Must have current Utah Pharmacy Technician License in good standing
- High School Education with excellent reading, writing and math skills
- Knowledge of and experience with compounding pharmacy regulations and general pharmacy compliance
- On-site presence, consistent and reliable attendance
- Computer proficiency with G Suite and MS Office applications, as well as internal use systems and programs, including PK Software

- Good verbal and written communication skills
- Able to successfully prioritize and manage a wide variety of critical and/or time-sensitive job duties
- Strong organizational skills and detail oriented, focus on efficiency and accuracy
- Previous compounding experience preferred
- Able to successfully maintain appropriate garbing and other safety standards within the lab
- Highly collaborative individual with ability to effectively communicate and work with multiple departments/team members

Employees must be able to meet the following physical requirements with or without an accommodation:

Each of the 12 different functions within the compounding lab will require manual dexterity, including lifting and carrying up to 20 lbs., gripping, holding, pushing, pulling, twisting and tugging for extended periods of time. Additionally, speaking, listening and communicating are required, as well as standing for the entire shift. Must be able to effectively use a computer keyboard, mouse and handheld scanner.

<b>Date Reviewed</b>		
<b>Employee Name/Signature</b>		
<b>Manager Name/Signature</b>		