

## Classification Description University of Michigan

Issued: 07/01/06  
Supersedes: 11/01/03

Classification Code: 102613  
FLSA: Non Exempt  
Job Role: Professional

**TITLE: Lead Pharmacy Technician**

### **BASIC FUNCTION AND RESPONSIBILITY**

Resolve problems related to customer prescription inquiries and implements inventory control procedures. Perform Pharmacy Technician duties as well.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

#### **Essential:**

- Enter medication orders into patient profiles.
- Assist with use of automated dispensing machines (RobotRx, ScriptPro).
- Prepare sterile products, injections and IV chemotherapy.
- Stock medication shelves, return excess stock to inventory.
- Prepare and package non-sterile compounded pharmaceuticals.
- Correctly distribute controlled substances.
- Prepare and deliver investigational drugs per research protocols.
- Resolve billing errors.
- Assist with management of inventory levels.
- Respond to telephone inquiries.
- Assist with training of staff.
- Complete special projects as assigned by supervisor.
- Perform other duties as assigned by supervisor to assist with preparation and delivery of patient medications.
- Process patient care orders using the electronic ordering system may be required in certain areas.

### **RELATED DUTIES**

- Manufacture, prepare, compound, package and label non-sterile pharmaceuticals.
- Prepare, compound, package and label sterile pharmaceuticals including intravenous and parenteral nutrition solutions.
- Perform calculations for the preparation of medication and pharmaceutical products.
- Assist in the training and orientation of new pharmacy staff.
- Respond to telephone inquiries, referring them to appropriate professional staff.
- Perform all technical aspects of the inpatient medication order and outpatient prescription processes, including product measurement, packaging, compounding, reconstitution, labeling, profiling, unit dose cart filling and exchange.
- Complete third party payer reimbursement and related forms.
- Assist in the acquisition and maintenance of appropriate inventories of pharmaceuticals and other supplies.
- Perform pharmacy computer system operations, including order entry, billing, crediting and updating.
- Assist in the development, revision and implementation of departmental policies, procedures and programs.
- May maintain records related to the use of pharmaceuticals and quality assurance activities for the assigned program.
- May maintain liaison with nurses, physicians and other health care professionals regarding medication problems for individual patients.
- May participate in the development of and coordinate orientation and training programs for other pharmacy technicians.
- May plan and assign the work of other pharmacy technicians.
- May prepare bi-weekly payroll for other pharmacy technicians.
- May participate in the selection and evaluation of other pharmacy technicians.

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### **SUPERVISION RECEIVED**

Close supervision is received from a Pharmacy Supervisor, or other designated official.

### **SUPERVISION EXERCISED**

Functional supervision may be exercised over other Pharmacy Technicians.

### **QUALIFICATIONS**

High school diploma or equivalent combination of education and experience is necessary. .  
Certification as a Pharmacy Technician is required.  
Meet the requirements of the Pharmacy Technician Career Ladder program is necessary.  
Minimum two years experience at University of Michigan as a Pharmacy Technician is necessary.  
This position requires Primary Source Verification.

### **PHYSICAL REQUIREMENTS**

This position requires extensive standing/walking, as well as lifting, positioning, pushing, and/or transferring of patients.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.