

**Compounding Pharmacy Technician**  
**Job Description**  
**October 2012**

**Company Summary**

PharmBlue is a high growth specialty pharmacy with new headquarters opening in the Cranberry area of Pittsburgh. We are ambitious, with an expanding national scope. We are informal, but strive for excellence. We are an innovative, fast-growing company guided by values that focus on teamwork, integrity and respect for our colleagues and customers.

[www.pharmblue.com](http://www.pharmblue.com)

**Job Summary**

Is responsible for working collaboratively with other pharmacy technicians to make all compounds requested (and that are not commercially available) and under the direct supervision of the Pharmacist. Is also responsible for aiding the Pharmacist in filling other pharmacy prescriptions, as well as Prescription Call Back functions in the referral process.

**Job Responsibilities**

- Use specialized compounding equipment to weigh, and record chemicals included in a formula and then combine those chemicals into the appropriate dosage and form as requested by the prescription, under the supervision of the Pharmacist
- Properly use all equipment needed in making compounds
- Calibration and proper documentation of compounding equipment
- Follow all safety procedures and guidelines for preparation of compounds
- Daily recording or refrigerator or freezer temps
- Retrieve, count and measure drugs, cap and uncap vials and bottles.
- Retrieve and file pharmacy prescriptions in the appropriate files and assist Pharmacist with checking in and pricing drug orders.
- Maintain inventory levels, pull outdated/recalled merchandise
- Refer all doctor's calls and customer's medical questions to Pharmacist
- Assist the Pharmacist with all third party transactions including the completion of any paperwork
- Transcribes the prescription and patient information from the referral documentation into the system for processing.
- Obtains refill prescriptions for continued treatment.
- Manages calls to and from internal and external customers for clarification of prescriptions, requesting further information or to inform them of a delay in services due to lack of needed information.
- Transfers Prescription Call Backs to a Pharmacist in order to complete the intake/referral of a patient for services.
- Performs other duties as assigned.

**Required Skills & Experience**

- Prior experience in compounding or laboratory work
- Strong math skills
- Capable of working with small delicate equipment
- Knowledge of basic principals, theory, laws, regulations and practices with respect to compounding
- High School diploma/GED and at least 1-year experience in pharmacy order entry.

- At least 1 year experience in providing customer service to internal and external customers, including meeting quality standards for services, and evaluation of customer satisfaction.
- Experience in communicating both verbally (on phone, one-on-one, to groups) and in writing (emails, letters, reports, presentations) to various audiences (work group, team, company management, prospective acquisitions, external clients).
- Basic level skill/experience in the Microsoft Office: Word (creating documents, entering and formatting text, page layouts, creating tables, and adding graphics), Excel (creating worksheets, entering data, creating basic formulas, working with cells and rows) and PowerPoint (creating a new presentation from a design template, adding and removing slides, entering and formatting text, adding speaker notes, and viewing presentations).
- Experience in entering data into databases (ex: MS Access).
- Basic Internet Browser skills experience to include opening a browser, typing in URLs in the correct location, using a search engine, bookmarking a site, navigating using back/forward/stop buttons, and filling out forms online.
- Typing proficiency of at least 25 words per minute
- Experience in operating standard office equipment including a fax machine.
- Basic level PC skills experience (for example: start up and shut down computer, use mouse to point and click, start and close programs, switch between programs, save files, print documents, access information on-line, etc.).

#### **Preferred Qualifications & Experience**

- Current CPhT license preferred
- Hospital/IV/clean room experience a plus
- Ability to work in a fast-paced environment
- At least 1 year experience in call center experience desired
- Multilingual a plus

#### **Contact and Other**

- [jobs@pharmblue.com](mailto:jobs@pharmblue.com)
- Location – Pittsburgh area headquarters
- Status – Full or Part Time