Job Description Form

Division/Department	MedQuest Pharmacy
Position Title	Compounding Pharmacy Technician
Reports To Title	Lead Compounding Pharmacy Technician/Pharmacy Compounding Manager

GENERAL DESCRIPTION

This Technician is responsible for preparing compounded products under the direct supervision of the Pharmacy Compounding Manager and Compounding Pharmacists.

POSITION FUNCTIONS

- Review order list and create daily workload, identify "Add-on" orders and add them to workload while matching compounded products against outgoing orders
- Effectively use pharmacy computer system to create and review formula logs as well as print labels, worksheets, and manage inventory
- Use proper compounding and labeling techniques emphasizing pharmaceutical elegance when making medications
- Maintain product inventory by reordering materials/products necessary for compounding processes
- Properly clean work area and equipment upon completion of daily compounding
- Correctly use equipment necessary for preparing compounded products
- Select proper packaging for compounded products i.e. correct bottle size, tube size, etc.
- Understand and locate Safety Data Sheet "SDS" guidelines for maintaining safety and managing safety events
- Locate and demonstrate general knowledge of Standard Operating Procedures "SOP's"
- Use proper garbing techniques in accordance with current MedQuest SOP guidelines
- Effectively prepare and organize all compounded products for pharmacist review
- Demonstrate thorough understanding of USP 795 guidelines

EDUCATION REQUIREMENTS/SPECIAL TRAINING, CERTIFICATIONS, SKILLS

- Must have current Utah Pharmacy Technician License in good standing
- High School Education with basic math skills
- Strong 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
- Previous compounding experience preferred

Date Reviewed		
Employee Name/Signature		
Manager Name/Signature		