

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

The Compounding Pharmacy Technician:

- Reviews order list and creates daily workload, identifies “Add-on” orders and adds them to workload while matching compounded products against outgoing orders
- Effectively uses pharmacy computer system to create and review formula logs as well as print labels, worksheets, and manage inventory
- Uses proper compounding and labeling techniques emphasizing pharmaceutical elegance when making medications
- Maintains product inventory by reordering materials/products necessary for compounding processes
- 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 products
- Selects proper packaging for compounded products i.e. correct bottle size, tube size, etc.
- Understands and locates Safety Data Sheet “SDS” guidelines for maintaining safety and managing safety events
- Locates and demonstrates general knowledge of Standard Operating Procedures “SOP’s”
- 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 guidelines
- Works together with all team members to promote a community of cooperation and respect
- Reports to the Lead Compounding Pharmacy Technician and/or Pharmacy Compounding Manager for all matters concerning compounding operations

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, focus on efficiency and accuracy
- Previous compounding experience preferred

Date Reviewed		
Employee Name/Signature		
Manager Name/Signature		