**JOB PURPOSE:**

The Pharmacy Technician, under the direct supervision of a licensed pharmacist, accurately and timely fills patient’s prescriptions, assists with inventory control and collects payment at time of service.

**JOB QUALIFICATIONS:**

**Education and Experience:** Graduation from, or completion of, a [State] Board of Pharmacy approved pharmacy technician training program. Previous pharmacy experience in an outpatient setting preferred.

**Certification and Licensure:** Current [State] Pharmacy Technician certification license required. PTCB certification preferred. Current CPR & BLS certification preferred.

**Specialized Skills & Knowledge:** Knowledge of and skill in pharmacy procedures, required. Must have general office skills, including excellent data entry and computing skills. Requires basic knowledge of computers, including Microsoft Office Products and the ability to learn pharmacy software. Must have proficient keyboarding skills, be able to input patient data quickly and accurately, and have the ability to use office equipment (fax, photo copier, phone system). Must demonstrate excellent communication and customer service skills in a demanding fast paced environment with constant public contact, frequent interruptions, and occasional crisis situations. Must be able to understand and respond effectively and with sensitivity to special population groups, including those defined by race, ethnicity, language, age, gender, sexual orientation, economic standing, & others. Bilingual abilities (English/Spanish), preferred.

**Blood-Borne Pathogens Exposure:** Category: I