

PHARMACY TECHNICIAN

RAPIDS: 0844D

O*NET/SOC: 29-2052.00

REVISION DATE: 09/2019

TRADE DESCRIPTION: Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.
NOTE: Completion of the PHARMACY TECHNICIAN Apprenticeship programs does NOT license nor does it guarantee that the apprentice will be entitled to challenge or be allowed to take the state licensing/certification exams. Each state is sovereign and controls their own licensing procedure. Completion of this program documents that an individual has specific work experience in particular skill areas and has completed an apprenticeship program for that trade.

TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.

Applicable Ratings/MOS/NEC

USMC MOS: None

USCG: None

USN: HM, HN, L22A

USA MOS: None

Related Instruction:

Trade related On-The-Job-Training (OJT) or Any Trade related schools/courses totaling 144 or more hours.

Additional Requirement:

Must hold NEC 8482 or L22A.

Total Hours: **2000**

Skill	Description	Hours
A	<p>GENERAL ADMINISTRATION</p> <ul style="list-style-type: none"> -- Answer telephones, responding to questions or requests. -- Price and file prescriptions that have been filled. -- Establish or maintain patient profiles, including lists of medications taken by individual patients. -- Operate cash registers to accept payment from customers. -- Prepare and process medical insurance claim forms and records. -- Compute charges for medication or equipment dispensed to hospital patients and enter data in computer. -- Deliver medications or pharmaceutical supplies to patients, nursing stations, or surgery. 	100
B	<p>TECHNICAL ADMINISTRATION</p> <ul style="list-style-type: none"> -- Receive written prescription or refill requests and verify that information is complete and accurate. -- Maintain proper storage and security conditions for drugs. 	500
C	<p>PATIENT SUPPORT</p> <p>Assist customers by answering simple questions, locating items, or referring them to the pharmacist for medication information.</p>	100
D	<p>LOGISTICS</p> <ul style="list-style-type: none"> -- Order, label, and count stock of medications, chemicals, or supplies and enter inventory data into computer. -- Receive and store incoming supplies, verify quantities against invoices, check for outdated medications in current inventory, and inform supervisors of stock needs and shortages. -- Price stock and mark items for sale. -- Maintain and merchandise home healthcare products or services. 	200
E	<p>MECHANICAL MAINTENANCE</p> <ul style="list-style-type: none"> -- Clean and help maintain equipment or work areas and sterilize glassware, according to prescribed methods. -- Supply and monitor robotic machines that dispense medicine into containers and label the containers. 	300
F	<p>PHARMACEUTICAL OPERATIONS</p>	800

	<ul style="list-style-type: none">-- Prepack bulk medicines, fill bottles with prescribed medications, and print/type and affix labels.-- Mix pharmaceutical preparations, according to written prescriptions.-- Transfer medication from vials to the appropriate number of sterile, disposable syringes, using aseptic techniques.-- Restock intravenous (IV) supplies and add measured drugs or nutrients to IV solutions under sterile conditions to prepare IV packs for various uses, such as chemotherapy medication.	
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