

Pharmacy Technician Job Description template

Pharmacy Technician Job Description Template/Brief

We are seeking a Pharmacy Technician to support our pharmacy operations. This role involves preparing medications, maintaining patient records, and assisting pharmacists in managing prescriptions. The ideal candidate should have excellent communication skills and a detail-oriented approach.

Pharmacy Technician Job Profile

A Pharmacy Technician assists in the preparation and distribution of medications. They work closely with pharmacists to ensure medications are accurately dispensed to patients. This position requires attention to detail and the ability to adhere to pharmacy regulations.

Reports To

The Pharmacy Technician reports to the Pharmacist in Charge.

Pharmacy Technician Responsibilities

- Prepare and dispense prescription medications following pharmacy guidelines.
- Maintain accurate patient records and medication inventories.
- Assist pharmacists in processing prescriptions and managing patient inquiries.
- Operate pharmacy equipment and technologies for medication preparation.
- Label and package medications with care and accuracy.
- Monitor storage conditions for medications to ensure safety and efficacy.
- Coordinate with healthcare providers to resolve prescription discrepancies.
- Ensure compliance with all regulatory standards in pharmacy operations.
- Assist with administrative tasks and pharmacy inventory management.

Pharmacy Technician Requirements & Skills

- Previous experience as a Pharmacy Technician or relevant role.
- Knowledge of pharmacy law and medical terminology.
- Proficiency in using pharmacy software and databases.
- Strong organizational and time-management skills.
- Excellent communication and customer service skills.
- Attention to detail and accuracy in handling medications.
- Certification as a Pharmacy Technician is preferred.
- Ability to work as part of a healthcare team.