



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 3263

REGISTERED PHARMACY TECHNICIAN

GRADE G

SCOPE OF WORK:

Duties involve, under the direction of the pharmacist-in-charge, assisting with the technical services of preparing pharmaceuticals for dispensing by a licensed pharmacist in compliance with North Dakota Century Code 43-15-01V(4) and North Dakota Century Code 43-15-01(16).

DUTIES PERFORMED:

- Count, measure, reconstitute, package, and label medication for individual or stock use.
- Compound prescriptions for individual use as ordered by medical staff.
- Complete medication room surveys in all living areas.
- Maintain pharmaceutical inventory by preparing purchase requisitions and placing orders with vendors, returning overstocks and outdated merchandise, and accounting for inventory.
- Reconcile invoices and credit memos.
- Update and distribute pharmacy formulary and pharmacy information on individuals; update and maintain pharmacy references as mandated by North Dakota Century Code 61-02-01-03.
- Type, route, and file all correspondence, medication histories, reports, etc., as required or requested.
- Maintain a clean, orderly pharmacy.
- Complete, or assist in completing, reports for witnessed incidents involving visitors, volunteers, and staff.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires certification as a Registered Pharmacy Technician by the North Dakota Board of Pharmacy.

NOTE: Registration generally requires completion of an academic program or on-the-job training approved by the North Dakota Board of Pharmacy. This registration must be maintained by successfully completing 10 hours of continuing education annually with course work approved by the American College of Pharmaceutical Education.

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ND Class Specification
Registered Pharmacy Technician

Eff. Date: 7/94

Rev: 5/98 - Updated minimum qualifications, changed grade

Rev: 7/12 – Conversion to Hay System

Rev: 4/08 - Updated minimum qualifications