



## 🕒 Pharmacy Technician Skills 🕒

The Milan Institute’s Pharmaceutical Technician program is designed to prepare students for integration into an actual community pharmacy environment in an entry level position as a registered pharmacy technician.

The program covers a variety of topics including daily pharmacy operational procedures, weight and measurement systems, pharmacology, ethics, cash register operations, poison control, pharmacy computer operations, prescription processing, and more.

The table below details the wide range of skills that our graduates have mastered in their rigorous coursework and externship practice.

### *Pharmacy Technician Clinical Skills*

- 🌐 Pharmacy weights and measures
- 🌐 Dosage calculations
- 🌐 Understanding drug labels
- 🌐 Pharmacy law including handling of controlled substances
- 🌐 Poison control
- 🌐 Pharmacy abbreviations
- 🌐 Prescription processing (retail setting)
- 🌐 Extemporaneous compounding
- 🌐 Reading physicians’ orders
- 🌐 Unit dose system
- 🌐 IV admixtures
- 🌐 Aseptic technique for sterile preparation

### *Pharmacy Technician General Skills*

- 🌐 Hospital pharmacy operations
- 🌐 H.I.P.A.A.
- 🌐 Pharmacy ethics
- 🌐 Inventory management (ordering and stocking)
- 🌐 Pharmacy computer operations
- 🌐 Cash register operations
- 🌐 Customer service (phone etiquette, physician/customer interaction)
- 🌐 Documentation skills
- 🌐 Peer relations

### *Pharmacy Technician Responsibilities*

- 🌐 Assist the pharmacist, under direct supervision, in the practice of pharmacy, in accordance with local, state, federal, and company regulations
- 🌐 Create a profile of the patient’s health and insurance information in the computer or update the patient’s profile
- 🌐 Communicate with insurance carriers to obtain payment for prescription claims
- 🌐 At point of sale, verify that customer receives correct prescription(s)
- 🌐 Complete weekly distribution center medication orders, place orders on shelves, and verify all associated paperwork
- 🌐 Assist the pharmacist with filling and labeling prescriptions
- 🌐 Communicate with prescribers and their agents to obtain refill authorization
- 🌐 Prepackage bulk medications
- 🌐 Maintain an awareness of developments in the community and pharmaceutical fields that relate to job responsibilities and integrates them into own practices
- 🌐 Assist in training new employees
- 🌐 Assist other pharmacy technicians
- 🌐 Assist pharmacist in scheduling and maintaining workflow
- 🌐 Maintains knowledge of loss prevention techniques

***Providing quality graduates for the health care community.***