

# Pharmacy Technician Skills Checklist

## Instructions

- 1 - No Experience (Instruction only, no hands on experience.)
- 2 - Minimal Experience (Have experience but has performed procedure infrequently. Minimal assistance needed.)
- 3 - Experienced (Competent to perform the procedure, task, or skill independently.)
- 4 - Proficient (Able to demonstrate, perform the task or skill proficiently without any assistance.)

Experience	Experience
Hospital	① ② ③ ④
Retail	① ② ③ ④
Long Term Care Facility	① ② ③ ④
Other	① ② ③ ④
Automation Type	Experience
Baxter	① ② ③ ④
Abbott	① ② ③ ④
McKesson Home	① ② ③ ④
Pyxis Rx	① ② ③ ④
Meditech	① ② ③ ④
General Skills	Experience
Interpret Prescriptions For Accuracy	① ② ③ ④
Prepares and Fills Prescriptions	① ② ③ ④
Prepare Simple Preparations	① ② ③ ④
Create New Patient Profiles	① ② ③ ④
Screen Medication Orders For Completeness	① ② ③ ④
Counsel Patients or Refer to Pharmacist	① ② ③ ④
Record Keeping For Controlled Substances	① ② ③ ④
Narcotic Inventory Control	① ② ③ ④
Familiarities With Medical Records/Profiles	① ② ③ ④
Working With a Word Processor	① ② ③ ④
Familiarity With Internet Database	① ② ③ ④
Computerized Medication Information Database	① ② ③ ④
Purchasing Medications, Medical Devices, and Supplies	① ② ③ ④
Stocking Medications, Medical Devices, and Supplies	① ② ③ ④
Disposal of Hazardous Materials/Waste	① ② ③ ④
Compliance With State/Federal Laws	① ② ③ ④
Billing For Services	① ② ③ ④
Handling Third Party Rejected Claims	① ② ③ ④
Reconstitution	① ② ③ ④
Reporting Medication Errors	① ② ③ ④
Oral Tablets and Capsules	① ② ③ ④

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General Skills		Experience
Sublingual Medications		① ② ③ ④
Eye Drops and Ointments		① ② ③ ④
Nose Drops		① ② ③ ④
Transdermal Patches		① ② ③ ④
Topical Ointments and Creams		① ② ③ ④
Ear Drops		① ② ③ ④
Oral Inhalers		① ② ③ ④
Suppositories		① ② ③ ④
Enemas		① ② ③ ④
Subcutaneous Insulin Injections		① ② ③ ④
JCAHO		Experience
JCAHO National Safety Goals		<input type="checkbox"/>
JCAHO Prohibited Abbreviations		<input type="checkbox"/>