

03—PHARMACY TECHNICIANS

03-00—PHARMACY TECHNICIANS—REGISTRATION/PERMIT REQUIRED

03-00-0001—DEFINITIONS:

- A. PHARMACY TECHNICIAN:** This term refers to those individuals identified as Pharmacist Assistants in Arkansas Code §17-92-801. Pharmacy Technicians are those pharmacy personnel, exclusive of pharmacy interns, who are regular paid employees of the pharmacy or hospital and assist the pharmacist in pharmaceutical services.
- B. SUPERVISION:** Supervision means that the responsible pharmacist must be physically present to observe, direct, and supervise the pharmacy technician at all times when the pharmacy technician performs acts specified in this regulation. The supervising pharmacist is totally and absolutely responsible for the actions of the pharmacy technician.

03-00-0002—REGISTRATION REQUIRED

- A.** A pharmacy technician shall register with the Board of Pharmacy on a form approved by the Board; and said registration shall expire on December 31 of each year. Pharmacy Technician's registrations shall be renewed on a biennial basis pursuant to as Regulation 01-00-0007.
- B.** The registration fee for a pharmacy technician shall be defined in Regulation 01-00-0007.
- C.** Prior to a person beginning work as a pharmacy technician the pharmacy technician shall submit an application to the Board office which shall issue a certificate of registration to the pharmacy technician and a permit for the pharmacy technician to work at the pharmacy designated on the application. The permit, sent to the pharmacy, shall be prominently displayed for public perusal in said pharmacy.
- D.** If there is a change of mailing address for the pharmacy technician, the pharmacy technician shall immediately notify the Board of Pharmacy, in writing, of the new address.
- E.** When a pharmacy technician leaves the employment of a pharmacy, the pharmacist-in-charge shall notify the Board, in writing, within fourteen (14) days thereof.
- F.** Any concurrent or subsequent employment at any pharmacy shall be reported to the Board of Pharmacy by both the pharmacy technician and , the pharmacist in charge of the pharmacy where the pharmacy technician will be working. The pharmacist in charge must notify the Board of Pharmacy, in writing, of the exact date when the pharmacy technician will begin working. The pharmacy technician shall not work at that location until the Board of Pharmacy has received said notification.

- G. A pharmacy technician shall identify himself/herself as such in any telephone conversation regarding the functions of a pharmacy technician while on duty in the pharmacy.**
- H. If the pharmacy technician is suspected to have or evidence exists that a pharmacy technician may have violated any law or regulation regarding the practice of pharmacy, legend drugs or controlled substances, the pharmacist-in-charge shall notify the Board, in writing, within ten days or immediately if any danger to the public health or safety may exist. Any other pharmacist, whether or not practicing in the same pharmacy, who has such knowledge or suspicion, shall notify the Board in a like manner.**
 - I. (1) The Board may, after notice and hearing, suspend or revoke the permit of a pharmacy technician upon a finding of the following:
 - (a) Violation of this regulation.**
 - (b) Violation of any law or regulation regarding the practice of pharmacy.**
 - (c) Violation of any law or regulation related to legend drugs or controlled substances.****
 - (2) The Board shall follow the same procedures for hearings for pharmacy technicians as applicable to hearings for pharmacists as set forth in A.C.A. §17-92-101 et seq. and Board Regulations.**

03-00-0003—A PHARMACY TECHNICIAN SHALL:

- A. Conduct himself/herself professionally in conformity with all applicable federal, state, and municipal laws and regulations in his relationship with the public, health care professions, and pharmacists.**
- B. Hold to the strictest confidences all knowledge concerning patrons, their prescriptions, and other confidence entrusted or acquired by him/her; divulging in the interest of the patron, only by proper release forms, or where required for proper compliance with legal authority.**
- B. Provide valid and sufficient checks in payment for licenses or renewals.**

03-00-0004—QUALIFICATIONS

- A. A high school graduate or a recognized graduate equivalency degree (G.E.D.).**
- B. Of good moral character and temperate habits.**
- C. If the pharmacy technician has a past record of alcohol or drug addiction or past record of violation of any law related to controlled substances, employment must be prior approved by the Board of Pharmacy.**

**03-00-0005—TASKS, RESPONSIBILITIES, AND DUTIES OF THE
PHARMACY TECHNICIAN**

A pharmacy technician may assist the pharmacist in performing the following specific tasks in accordance with specified Policy and procedures covering the areas described in this section. The supervising Pharmacist is responsible for all tasks performed by the pharmacy technician. All tasks performed by the Pharmacy Technician must be checked and approved by the supervising Pharmacist. If the pharmacy technician performs any other task that is defined as the practice of pharmacy, it will be considered a violation.

A. Approved tasks:

- (1) Placing, packing, pouring, or putting in a container for dispensing, sale, distribution, transfer possession of, vending, or barter any drug, medicine, poison, or chemical which, under the laws of the United States or the State of Arkansas, may be sold or dispensed only on the prescription of a practitioner authorized by law to prescribe drugs, medicines, poisons, or chemicals. This shall also include the adding of water for reconstitution of oral antibiotic liquids.**
- (2) Placing in or affixing upon any container described in Section IV (A) (1) of this Regulation a label required to be placed upon drugs, medicines, poisons, or chemicals sold or dispensed upon prescription of a practitioner authorized by law to prescribe those drugs, medicines, poisons, or chemicals.**
- (3) Selecting, taking from, and replacing upon shelves in the prescription department of a pharmacy or apothecary drugs, medicines, chemicals, or poisons which are required by the law of the United States or the State of Arkansas to be sold or dispensed only on prescription of a practitioner authorized by law to prescribe them.**
- (4) In a manual system -- preparing, typing, or writing labels to be placed or affixed on any container described in ACA §17-92-101 (14) (A), which a label is required to be placed upon drugs, medicines, poisons, or chemicals sold or dispensed upon prescription of a practitioner authorized by law to prescribe those drugs, medicines, poisons, or chemicals.**

In a computer system -- a pharmacy technician may enter Information into the pharmacy computer. The pharmacy technician shall not make any judgment decisions which could affect patient care. The final verification of prescription information, entered into the computer, shall be made by the supervising pharmacist – prior to dispensing – who is then totally responsible for all aspects of the data and data entry.

- (5) A pharmacy technician may obtain prescriber authorization for prescription refills provided that nothing about the prescription is changed.**
 - (6) Prepackaging and labeling of multi-dose and unit-dose packages of medication. The pharmacist must establish the procedures, including selection of containers, labels and lot numbers, and must check the finished task.**
 - (7) Dose picking for unit dose cart fill for a hospital or for a nursing home patient.**
 - (8) Nursing unit checks in a hospital or nursing home: Pharmacy technicians may check nursing units for proper medication storage and other related floor stock medication issues. Any related medication storage problems or concerns shall be documented and initialed by a pharmacist.**
 - (9) Patient and medication records.
The recording of patient or medication information in manual or electronic system for later validation by the pharmacist may be performed by pharmacy technicians.**
 - (10) The pharmacy technician shall not make any judgment decisions which could effect patient care.**
- B. A Pharmacy Technician may assist in the following tasks when the pharmacist has established a procedure for reconstitution of prefabricated non-injectable medication, bulk compounding, and/or preparation of parenteral products that establishes the order of addition of ingredients, the point at which the ingredients will be checked by the pharmacist, and the point at which the final product will be checked for integrity, correctness, and pharmaceutical elegance.**
- (1) Bulk reconstitution of prefabricated non-injectable medication**
 - a. Bulk reconstitution of prefabricated non-injectable medication may include addition of multiple additives.**
 - (2) Bulk compounding. This category may include such items a sterile bulk solutions for small-volume injectables, sterile irrigating solutions, products prepared in relatively large volume for internal or external use by patients, and reagents or other products for the pharmacy or other departments of the facility.**
 - (3) Preparation of parenteral products.**
 - a. Pharmacy technicians may (1) perform functions involving reconstitution of single or multiple dosage units that are to be administered to a given patient as a unit and (2) perform functions involving the addition of one manufacturer's single dose or multiple unit doses of the same product to another manufacturer's prepared unit to be administered to a patient. Pharmacy technicians shall not add multiple ingredients in preparing parenteral products but may draw up or prepare the**

ingredients. The pharmacist must check the preparations and make the final addition. (Amended 10/12/99)

03-00-0006—DUTIES OF THE PHARMACIST IN THE USE OF PHARMACY TECHNICIANS

- A. A pharmacy which utilizes a pharmacy technician to enter information into the pharmacy computer must develop and keep, on file at the pharmacy, written policy and procedures which describe the procedures by which the supervising pharmacist verifies the accuracy, validity, and appropriateness of the filled prescription or medication order. Written procedures for training and utilization of pharmacy technicians in the use of parenteral products and the check required of the pharmacy technicians must be included in the procedures if the pharmacy technician is performing these tasks.**
- B. The pharmacist shall include, in the Policy and Procedure Manual, the specific scope of responsibilities for pharmacy technicians or procedures delegated to pharmacy technicians.**
- C. The duties of pharmacy technicians in the preparation or processing of medication shall be accomplished under the immediate and direct supervision of the pharmacist who assumes the responsibility. The final check and verification of the medication dispensed shall be the responsibility of the pharmacist. The pharmacist is totally responsible for all aspects of the data and data entry.**
- D. The supervising pharmacist shall assure that the pharmacy technician maintains confidentiality of all patient records.**

03-00-0007—PHARMACIST TO PHARMACY TECHNICIAN RATIO:

- A. Retail or Specialty Pharmacy Setting:**
 - (1) Each pharmacist on duty in a retail or specialty pharmacy, may utilize two pharmacy technicians to assist the pharmacist.**
 - (2) In addition to the technician(s) described in paragraph A, 1, above a pharmacist shall not also supervise more than one student intern. A Graduate intern will not affect the ratio.**
- B. Hospital or Ambulatory Care Facility Setting:**
 - (1) Pharmacy technicians used in assisting the pharmacist in pharmaceutical services for inpatients of the hospital or patients or an ambulatory care facility shall be permitted to perform under direct supervision of a licensed pharmacist within the following conditions:**
 - a. The number of pharmacy technicians utilized in a Hospital Pharmacy or Ambulatory Care Facility shall not exceed a ratio of two pharmacy technicians to each pharmacist on duty**
 - b. This ratio shall not include pharmacy interns counted as either supportive personnel or pharmacists. Also excluded from the count of supportive personnel are those persons whose functions are not related to the preparation or distribution of**

medication. Such persons include clerks, secretaries, messengers, and delivery personnel. (8/23/96) (Amended 10/2000, 8/2001).