

## Quick Reference Guide: Pharmacy Technician Responsibilities

**Updated 3/12/2024**

	<b>Trainee</b>	<b>Registered</b>	<b>Certified</b>
<b>1. Accepting new written, faxed or electronic prescription orders from a prescriber or a prescriber's agent.</b>	Yes	Yes	Yes
<b>2. Accepting new verbal prescription orders, including refill authorizations, for non-controlled drugs from a prescriber or a prescriber's agent.*</b>	No	No	Yes
<b>3. Entering information into and retrieving information from a database or patient profile.</b>	Yes	Yes	Yes
<b>4. Preparing and affixing labels.</b>	Yes	Yes	Yes
<b>5. Stocking dangerous drugs and retrieving those drugs from inventory.</b>	Yes	Yes	Yes
<b>6. Counting and pouring dangerous drugs into containers.</b>	Yes	Yes	Yes
<b>7. Placing dangerous drugs into containers prior to dispensing by a pharmacist.</b>	Yes	Yes	Yes
<b>8. Performing non-sterile drug compounding.*</b>	Yes	Yes	Yes
<b>9. Performing sterile drug compounding.®</b>	Yes	Yes	Yes
<b>10. Packaging and selling a dangerous drug to a patient or patient representative.</b>	Yes	Yes	Yes

<b>11. Sending or receiving electronic prescriptions between pharmacies accessing the same prescription records in a centralized database or pharmacy computers linked in any other manner.</b>	Yes	Yes	Yes
<b>12. Stocking automated drug dispensing units, floor stock and crash carts at a location licensed as a terminal distributor of dangerous drugs.</b>	Yes <sup>#</sup>	Yes	Yes
<b>13. Requesting refill authorizations for dangerous drugs from a prescriber or prescriber's agent, so long as there is no change from the original prescription.</b>	No	Yes	Yes
<b>14. Sending or receiving copies of non-controlled prescriptions (i.e. prescription transfers).*</b>	No	No	Yes
<b>15. Contacting a prescriber or prescriber's agent to obtain clarification for a prescription order if the clarification does not require the exercise of professional judgment.</b>	No	No	Yes
<b>16. Performing diagnostic laboratory testing pursuant to rule <a href="#">4729:3-3-05</a> of the Administrative Code.</b>	No	No	Yes
<b>17. Administering Immunizations**</b>	No	Yes	Yes

\* Subject to additional restrictions. See rule [4729:3-3-04](#) for more information.

\*\*See the following Board guidance documents:

- [Immunizations by Registered or Certified Pharmacy Technicians](#)
- [Pharmacy Technician Administration of Vaccines during the COVID-19 Pandemic](#)

+ Requires additional site-specific training. See rules [4729:3-3-04](#), [4729:3-3-03](#) and [4729:3-3-01](#) for more information.

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# Authorized via Board [resolution](#).