



VOLUME 9: PHARMACY SERVICES	Effective Date: 05/2008
CHAPTER 30	Revision Date: 06/2015
9.30 PHARMACY TECHNICIANS AND ANCILLARY STAFF PROCEDURE	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. PROCEDURE OVERVIEW

Pharmacy technicians and ancillary staff shall perform duties consistent with California Correctional Health Care Services (CCHCS) policies and procedures and state and federal laws and regulations.

II. PURPOSE

To define the scope of practice for pharmacy technicians and ancillary staff in CCHCS pharmacies.

III. DEFINITIONS

Ancillary Staff: Staff that includes intern pharmacists, pharmacy technicians, and any non-licensed personnel.

Direct Supervision and Control: A pharmacist shall be on the premises at all times and be fully aware of all activities performed by ancillary staff.

On the Premises: This term refers to the entire institution.

Pharmacy Technician: An individual who is licensed by the California State Board of Pharmacy to assist a pharmacist in the performance of pharmacy related duties as specified in pharmacy policies and procedures and in accordance with state and federal laws.

IV. PROCEDURE

A. General

1. The Pharmacist-in-Charge (PIC) or designee is responsible for ensuring that all functions performed by ancillary staff are in compliance with applicable policies and procedures and federal and state laws. All pharmacists and pharmacy technicians shall review pharmacy policies and procedures upon initial hire and each time a policy revision is released.
2. The PIC or designee shall ensure that any person employed as a pharmacy technician is credentialed by CCHCS and possesses a valid license issued by the California State Board of Pharmacy which is in good standing at all times.
3. A pharmacist on the premises shall be directly responsible for ensuring that all activities of ancillary staff are performed completely, safely, and without risk of harm to patients at all times.
4. Ancillary staff may perform their duties as outlined in section IV(C) during the temporary absence of a pharmacist; however, a pharmacist must check all completed work before it leaves the pharmacy.
5. Any CCHCS pharmacy participating in a pharmacy technician training program must have a written training plan approved by the Chief of Pharmacy Services.

CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

B. Pharmacy Technicians

1. Pharmacy technicians may perform non-discretionary duties including, but not limited to, the following:
 - a. Packaging and repackaging medications
 - b. Removing drugs from pharmacy stock
 - c. Counting, pouring, or mixing pharmaceuticals
 - d. Labeling prescription containers
 - e. Stocking inventory
 - f. Preparing parenteral products
 - g. Entering prescriptions into the pharmacy computer system
 - h. Requesting and receiving refill authorizations
 - i. Maintaining appropriate records
 - j. Other non-discretionary tasks as assigned
2. Pharmacy technicians:
 - a. May perform relevant duties as stated above when assisting a pharmacist dispensing controlled substances.
 - b. Are responsible to ensure that their duties are performed under the direct control and supervision of a pharmacist at all times.
 - c. Shall not perform any act requiring the exercise of professional judgment by a pharmacist.
 - d. Shall wear a name badge clearly identifying them as pharmacy technicians per the California State Board of Pharmacy regulations.

C. Other Ancillary Staff

Other ancillary staff working in a CCHCS pharmacy may perform duties which do not involve the dispensing of prescriptions including, but not limited to:

1. Typing prescription labels
2. Entering patient information into the pharmacy computer system
3. Requesting and receiving refill authorizations at the direction of a pharmacist
4. Picking up prescription orders
5. Delivering medications to nursing units
6. Printing patient profiles and other reports
7. Ordering pharmacy stock
8. Stocking pharmacy shelves
9. Other non-discretionary tasks not requiring a pharmacist or a technician license as allowed by state or federal law

D. Record Maintenance

The PIC or designee shall maintain adequate records to establish compliance with applicable policies and procedures and federal and state laws and regulations for three (3) years.

V. REFERENCES

- California Business and Professions Code, Division 2, Chapter 9, Article 2, Sections 4023.5 and 4038
- California Business and Professions Code, Division 2, Chapter 9, Article 7, Section 4115
- California Business and Professions Code, Division 2, Chapter 9, Article 16, Section 4202
- California Code of Regulations, Title 16, Division 17, Article 2, Sections 1714.1

CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

- California Code of Regulations, Title 16, Division 17, Article 11, Sections 1793.2, 1793.3, and 1793.7