
Pharmacy Technician

SPAULDING CLINICAL aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking *research beyond results* to create a marketplace of safer drugs.

Original Date: 14 Aug 2013

Revision Date: 20 Apr 2015

Job Summary:

Ensures the accuracy of investigational drug receipt, storage, dispensing and accountability activities in the conduct of clinical trials at Spaulding Clinical. Works under the direction of a registered pharmacist and assists other Spaulding Clinical personnel who perform preparation, dispensing and documentation functions as necessary for specific studies. Performs all medication management services in compliance with study specific protocols, Standard Operating Procedures (SOPs), regulatory guidelines, and Pharmaceutical client's needs. Performs all assigned functions within the guidelines of Chapter 7 of the Wisconsin Statutes and Administrative Code – Pharmacy Examining Board – Pharmacy Practice.

Essential Duties and Responsibilities:

- As per the delegation log and protocol specifications, prepares subject specific study drug doses.
- Manages investigational drug product inventory and documents the receipt, dispensing and final disposition of investigational drugs for each study.
- Ensures proper drug storage, drug accountability and record keeping (e.g., temperature logs, etc.) as well as ensuring proper transportation conditions occurred between manufacture/packager and clinical site.
- Assists in acquiring investigational and commercially supplied study product under direction of the pharmacist and clinical operations staff.
- Ensures an adequate inventory of pharmacy supplies are available for the preparation and dispensing of drug study doses.
- Documents and quarantines study drug required for bio-retention or destruction per protocol
- Completes necessary documents and manages the transfer of study drug designated for destruction
- Meets with Clinical Research Coordinator and/or other pharmacy/nursing staff to review study medication dispensing procedures and needs for each study.

- Ensures proper blinding/randomization of study medication and acts as an un-blinded party when necessary for the dispensing or verification of study medication doses.
- Works in conjunction with the Clinical Operations staff and Coordinators on the preparation and printing of subject dosing labels..
- Participates in quality assurance of clinical research projects and initiates the need for same as it impacts on clinical pharmacy practice.
- Readily accepts responsibility and is accountable for own and delegated activities.

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

Skills/Qualifications

- Ability to read, write, and interpret the English language.
 - Demonstrates strong analytical, problem solving skills
 - Strong written and verbal communication skills and ability to effectively communicate.
 - Self-motivated, detail oriented, good organizational traits.
 - Must be results oriented, multi-tasking, quick learner, respond to the urgent needs of the team and show a strong track record of meeting deadlines.
 - Exceptional computer and specifically Excel inclination to adopt technology to maximize efficiency
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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
 - Ability to lift and/or move up to 25 pounds.
 - Specific vision abilities required by this job include clarity of vision both near and far.
 - Ability to identify and distinguish colors.
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Hazards:

- Potential for exposure to toxic or caustic chemicals
 - Potential for exposure to blood borne pathogens
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Education and Experience:

- High school diploma or equivalent required
 - Pharmacy technician experience required
 - Hospital pharmacy technician preferred
 - American Heart Association (AHA) Basic Life Support (BLS) for Health Care Providers certification within 90 days of hire. (training provided by SCR)
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Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.

This is to acknowledge that I have read and understand the above job description. This copy supersedes any others previously distributed. I further understand that Spaulding Clinical may change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

Employee Name (Printed)

Date

Employee Signature