



**COMPETENCY CHECKLIST  
-Pharmacy Technician-**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

- Rating Scale:
1. No previous experience.
  2. Previous training, but no personal hands on experience.
  3. Previous training/hands-on experience. Need additional practice with supervisor.
  4. Previous training and experience. Need clearance only.

Skill	Rating	Skill	Rating
<b>Pharmacy Operations Including:</b>		<b>Compounding, Including:</b>	
Drug Distribution Systems		Aseptic Technique	
Dispensing OTC Drugs And Prescriptions		Non-Sterile Compounding	
Records Management & Inventory Control			
Ambulatory & Institutional Practice		<b>General Education, Including:</b>	
Drug Preparation Experience		Medical Terminology	
Interpreting Prescription Orders		Computers / Keyboarding	
Maintaining Patient Records		<b>Interpretation Of Medication Orders &amp; Prescriptions</b>	
Packaging And Labeling Medication		Extemporaneous Compounding Of Non-Sterile Products	
Maintaining Drug Supply Inventory		Parenteral Admixtures - Sterile Products	
Billing And Crediting Patients		Total Parenteral Nutrition (TPN)	
Compounding Medications		Safe Handling Of Antineoplastic Drugs	
Preparing Sterile Products		Medical, Pharmaceutical Terminology And Abbreviations	
Performing Computer Entries		Drug Classification	
		<b>Pharmaceutical Nomenclature</b>	
<b>Pharmaceutical Measurements &amp; Math</b>		Pharmaceutical Abbreviations	
Measuring Fluids		Identify Classifications Of Medications	
Using Fractions Proportions, Ratios, & %		Principles Of Infection Control	
Metric Conversions		Aseptic Techniques	
Preparing And Measuring Infusions And Solutions		Assembly Of Intravenous Admixtures (In Piggybacks, TPN, Chemotherapy)	
Compounds		<b>Health Care Settings</b>	
Calculating Dosages		Hospitals	
Converting Celsius And Fahrenheit		Retail	
Determining Intravenous Flow Rates		Long Term Care Facilities	
Convert between Metric & Apothecary		Home Health Care Agencies	
		Clinic Pharmacies	
		Mail Order Pharmacies	
		Drug Wholesalers	