



**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
Pharmacy Operations Including:		Compounding, Including:	
Drug Distribution Systems		Aseptic Technique	
Dispensing OTC Drugs And Prescriptions		Non-Sterile Compounding	
Records Management & Inventory Control			
Ambulatory & Institutional Practice		General Education, Including:	
Drug Preparation Experience		Medical Terminology	
Interpreting Prescription Orders		Computers / Keyboarding	
Maintaining Patient Records		Interpretation Of Medication Orders & Prescriptions	
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	
		Pharmaceutical Nomenclature	
Pharmaceutical Measurements & Math		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		Health Care Settings	
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	