4729:3-3-04 **Certified Pharmacy Technicians.**

(A) A certified pharmacy technician shall wear a name tag or badge which contains the designation "Certified Pharmacy Technician". The required designation may be added to an existing name tag or badge. The name tag or badge and the required designation shall contain lettering of a legible size.

(B) A certified pharmacy technician may, under the direct supervision of a pharmacist, engage in the following activities at a location licensed as a terminal distributor of dangerous drugs to the extent that the activities do not require the exercise of professional judgment:

(1) Accepting new written, faxed or electronic prescription orders from a prescriber or a prescriber's agent.

(2) Entering information into and retrieving information from a database or patient profile.

(3) Preparing and affixing labels.

(4) Stocking dangerous drugs and retrieving those drugs from inventory.

(5) Counting and pouring dangerous drugs into containers.

(6) Placing dangerous drugs into containers prior to dispensing by a pharmacist.

(7) Non-sterile drug compounding in accordance with the required training in paragraph (C) of this rule.

(8) Sterile drug compounding in accordance with the required training in paragraph (D) of this rule.

(9) Packaging and selling a dangerous drug to a patient or patient representative.

(10) Sending or receiving electronic prescriptions between pharmacies accessing the same prescription records in a centralized database or pharmacy computers linked in any other manner.

(11) Within an institutional facility as defined in agency 4729. of the Administrative Code, stocking automated drug dispensing units, floor stock and crash carts.

(12) Accepting or requesting refill authorizations for dangerous drugs that are not controlled substances from a prescriber or the prescriber's agent, so long as there is no change from the original prescription.

(13) Notwithstanding any other provision of agency 4729. of the Administrative Code, accepting new verbal prescription orders for non-controlled drugs from a prescriber or a prescriber's agent pursuant to the following:

(a) The pharmacist on duty who is supervising the activity of the certified pharmacy technician will determine if the technician is competent to receive a verbal order.

(b) The pharmacist on duty who is supervising the activity of the certified pharmacy technician is responsible for the accuracy of a prescription order received by a technician.

(c) The pharmacist on duty must be immediately available to answer questions or discuss the prescription order received by a certified pharmacy technician.

(d) The certified pharmacy technician may not receive a prescription order for a controlled substance.

(e) If applicable, the certified pharmacy technician receiving a prescription order must document the full name of the prescriber's agent.

(f) The receiving certified pharmacy technician shall immediately reduce the prescription order to writing and shall review the prescription with the pharmacist on duty.

(g) Prior to dispensing, positive identification of the receiving certified pharmacy technician and the pharmacist on duty shall be made on the prescription to identify the responsibility for the receipt of the prescription.

(h) The certified pharmacy technician and the pharmacist on duty must meet all other applicable rules for the receipt of new verbal prescription orders pursuant to agency 4729. of the Administrative Code.

(14) Send or receive copies of non-controlled prescriptions pursuant to the following:

(a) The pharmacist on duty who is supervising the activity of the certified pharmacy technician will determine if the technician is competent to send or receive a prescription copy.

(b) The pharmacist on duty who is supervising the activity of the certified pharmacy technician is responsible for the accuracy of a prescription copy that is sent or received by a technician.

(c) The pharmacist on duty must be immediately available to answer questions or discuss the prescription copy that is sent or received by a certified pharmacy technician.

(d) The certified pharmacy technician may not send or receive a prescription copy for a controlled substance.

(e) The pharmacist or certified pharmacy technician receiving a prescription copy from a certified pharmacy technician must document the full names of the sending technician and the technician's supervising pharmacist. The receiving technician shall immediately reduce the prescription copy to writing and shall review the prescription with the pharmacist on duty. Prior to dispensing, positive identification of the certified pharmacy technician and the pharmacist on duty shall be made on the prescription to identify the responsibility for the receipt of the copy.

(f) The pharmacist or certified pharmacy technician sending a prescription copy to a certified technician must document the full names of the receiving technician and the technician's supervising pharmacist. There must be documented positive identification of the sending certified pharmacy technician and the pharmacist on duty who authorized the transfer of the prescription copy.

(g) The certified technician and the pharmacist on duty must meet all other applicable rules for the transfer of a prescription copy pursuant agency 4729. of the Administrative Code.

(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.

(C) In order to perform non-sterile drug compounding, a certified pharmacy technician shall complete the following training requirements prior to compounding non-sterile preparations:

(1) Training shall comply with the requirements set forth in the United States pharmacopeia chapter <795>, USP 40 - NF 35, or any official supplement thereto (8/15/2017).

(2) Non-sterile drug compounding training shall be obtained through completion of a site-specific, structured on-the-job didactic and experiential training program and shall not be transferable to another practice site, except between practice sites under common ownership and control.

(3) When the responsible person or a pharmacist designated by the responsible person is satisfied with the employee's knowledge and proficiency, the responsible person or the responsible person's designee will sign the documentation records to show that the employee was appropriately trained in accordance with this rule.

(4) Ensuring certified pharmacy technicians are properly trained shall be the responsibility of the terminal distributor of dangerous drugs and licensee's responsible person.

(5) All training requirements set forth in this paragraph shall be appropriately documented and made readily retrievable for immediate inspection by an agent of the state board of pharmacy. Documentation shall be maintained by the terminal distributor of dangerous drugs for a minimum of three years.

(D) In order to perform sterile drug compounding, a certified pharmacy technician shall complete the following training requirements prior to compounding sterile preparations:

(1) Training shall comply with the requirements set forth in the United States pharmacopeia chapter <797>, USP 40 - NF 35, or any official supplement thereto (8/15/2017).

(2) Sterile drug compounding training shall be obtained through completion of a site-specific, structured on-the-job didactic and experiential training program and shall not be transferable to another practice site, except between practice sites under common ownership and control.

(3) When the responsible person or a pharmacist designated by the responsible person is satisfied with the employee's knowledge and proficiency, the responsible person or the responsible person's designee will sign the documentation records to show that the employee was appropriately trained in accordance with this rule.

(4) Ensuring certified pharmacy technicians are properly trained shall be the responsibility of the terminal distributor of dangerous drugs and licensee's responsible person.

(5) All training requirements set forth in this paragraph shall be appropriately documented and made readily retrievable for immediate inspection by an agent of the state board of pharmacy. Documentation shall be maintained by the terminal distributor of dangerous drugs for a minimum of three years.

(E) In order to handle hazardous drugs, a certified pharmacy technician shall complete the following training requirements prior to handling hazardous drugs:

(1) Training shall comply with the requirements set forth in the United States pharmacopeia chapter <800>, USP 40 - NF 35, or any official supplement thereto (8/15/2017).

(2) Hazardous drug training shall be obtained through completion of a site-specific, structured on-the-job didactic and experiential training program and shall not be transferable to another practice site, except between practice sites under common ownership and control.

(3) When the responsible person or a pharmacist designated by the responsible person is satisfied with the employee's knowledge and proficiency, the responsible person or the responsible person's designee will sign the documentation records to show that the employee was appropriately trained in accordance with this rule.

(4) Ensuring certified pharmacy technicians are properly trained shall be the responsibility of the terminal distributor of dangerous drugs and licensee’s responsible person.

(5) All training requirements set forth in this paragraph shall be appropriately documented and made readily retrievable for immediate inspection by an agent of the state board of pharmacy. Documentation shall be maintained by the terminal distributor of dangerous drugs for a minimum of three years.

(F) A terminal distributor of dangerous drugs and the licensee's responsible person shall be responsible for the implementation of policies and procedures for additional training appropriate to duties and responsibilities performed by a certified pharmacy technician as well as an ongoing quality assurance plan to ensure competency.

Effective:

Five Year Review (FYR) Dates:

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Certification

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