



Competency/Skills Self-Appraisal: Pharmacy Technician

Name _____

Date _____

Please check the column that applies to your skill level:
 3= Very Competent > 1yr Exp. 2=Some Help needed <1 yr. Exp. 1=Need Direction <6 months Exp. 0=Never Done

| SKILLS | 3 | 2 | 1 | 0 | SKILLS | 3 | 2 | 1 | 0 |
|---|---|---|---|---|--|---|---|---|---|
| ▪ BCLS Expires: | | | | | ▪ Create new patient profiles | | | | |
| ▪ CPR Expires: | | | | | ▪ Screen medication orders for completeness | | | | |
| ▪ CPT Certification Date: | | | | | ▪ Prepare simple prescriptions | | | | |
| ▪ Other Certification (specify): _____ | | | | | ▪ Counsel patients or refer to pharmacists | | | | |
| 1. AGE SPECIFIC PRACTICE CRITERIA: | | | | | ▪ Record keeping for controlled substances | | | | |
| ▪ Newborn/Neonate (birth to 30 days) | | | | | ▪ Narcotic inventory control | | | | |
| ▪ Infant (30 days to 1 year) | | | | | ▪ Familiarities with medical records/profiles | | | | |
| ▪ Toddler (1 -3 years) | | | | | ▪ Word processing skills | | | | |
| ▪ Preschooler (3-5 years) | | | | | ▪ Computerized medication information databases | | | | |
| ▪ School Age Children (5-12 years) | | | | | ▪ Purchasing medications, medical devices and supplies | | | | |
| ▪ Adolescent (12-18 years) | | | | | ▪ Stocking medications and supplies | | | | |
| ▪ Young Adults (18-39 years) | | | | | ▪ Disposal of hazardous materials/waste | | | | |
| ▪ Middle Adults (39-64 years) | | | | | ▪ Compliance with State/Federal laws | | | | |
| ▪ Geriatric (64 +) | | | | | ▪ Billing for services | | | | |
| 2. EXPERIENCE WITH AGE GROUPS: | | | | | ▪ Handling third party rejected claims | | | | |
| ▪ Able to adapt care to incorporate normal growth and development | | | | | ▪ Reconstitution | | | | |
| ▪ Able to adapt method and terminology of patient instructions to their age, comprehension and maturity level | | | | | ▪ Reporting medication errors | | | | |
| ▪ Ensures safe environment reflecting specific needs of various age groups | | | | | ▪ Medication allergies | | | | |
| 3. EXPERIENCE IN SETTINGS: | | | | | ▪ Food/medication interactions | | | | |
| ▪ HMO | | | | | ▪ Medication interactions | | | | |
| ▪ Home Health | | | | | ▪ Adverse medication interactions | | | | |
| ▪ Hospital inpatient | | | | | ▪ Dosage calculations | | | | |
| ▪ Hospital outpatient | | | | | ▪ Medication exchange system | | | | |
| ▪ Independent | | | | | ▪ Medication safety initiatives | | | | |
| ▪ Industry | | | | | ▪ Medication recall | | | | |
| ▪ Long Term Care | | | | | ▪ Monitoring of high risk meds | | | | |
| ▪ Mail order | | | | | ▪ Baker machine | | | | |
| ▪ Nuclear | | | | | ▪ Cad cassettes | | | | |
| ▪ Retail | | | | | ▪ Packaging anlineoplastic agents (Home Patients) | | | | |
| 4. GENERAL SKILLS: | | | | | ▪ Prepacking | | | | |
| ▪ Confidentiality of Information/HIPAA | | | | | ▪ Unit dose cart fill | | | | |
| ▪ Ordering Supplies | | | | | ▪ Cashier | | | | |
| ▪ Universal Precautions/Infection Control Procedures | | | | | Familiarity with: | | | | |
| ▪ JCAHO – National Patient Safety Guidelines | | | | | ▪ Oral tablets and capsules | | | | |
| ▪ Caregiver/Patient Education | | | | | ▪ Sublingual medications | | | | |
| ▪ Interpret prescriptions for accuracy | | | | | ▪ Eye drops and ointments | | | | |
| ▪ Prepare and fill prescriptions | | | | | ▪ Nose drops | | | | |

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| SKILLS | 3 | 2 | 1 | 0 | SKILLS | 3 | 2 | 1 | 0 |
|--------------------------------------|---|---|---|---|--|---|---|---|---|
| 4. GENERAL SKILLS CONTINUED: | | | | | ▪ Emergency med systems | | | | |
| ▪ Transdermal patches | | | | | ▪ Unit dose systems | | | | |
| ▪ Ear drops | | | | | ▪ Control of sample medications | | | | |
| ▪ Oral inhalers | | | | | ▪ Investigational medications | | | | |
| ▪ Suppositories | | | | | ▪ Emergency med systems | | | | |
| ▪ Enemas | | | | | ▪ Unit dose systems | | | | |
| ▪ Injectables | | | | | ▪ Control of sample medications | | | | |
| 5. PRACTICE SETTING SKILLS: | | | | | ▪ Investigational medications | | | | |
| Home Infusion | | | | | ▪ Epidural/PCA management | | | | |
| ▪ Mix and check IVs | | | | | 7. MEDICATION ADMINISTRATION CONTINUED: | | | | |
| ▪ Automated mixing | | | | | ▪ Radiographic contrast media | | | | |
| ▪ Manual mixing | | | | | ▪ Blood derivatives (albumin) | | | | |
| Long Term Care | | | | | 8. DOCUMENTATION: | | | | |
| ▪ Mix and check IVs | | | | | ▪ Patient profiles | | | | |
| ▪ Evaluate care plans | | | | | ▪ Appropriate labeling | | | | |
| ▪ Make recommendations | | | | | ▪ Required State and Federal laws | | | | |
| ▪ Unit dose | | | | | ▪ Formulary management | | | | |
| Specialty | | | | | ▪ Drug utilization review | | | | |
| ▪ Oncology | | | | | ▪ Patient education | | | | |
| ▪ Nuclear | | | | | Billing and credits | | | | |
| ▪ Nutrition | | | | | 9. AUTOMATION TYPES: | | | | |
| ▪ Infectious disease | | | | | ▪ Baxter | | | | |
| Hospital | | | | | ▪ Abbott | | | | |
| ▪ Centralized pharmacy | | | | | ▪ McKesson | | | | |
| ▪ Decentralized pharmacy | | | | | ▪ Pysis | | | | |
| ▪ Outpatient pharmacy | | | | | ▪ Accudose | | | | |
| ▪ OR Satellite pharmacy | | | | | ▪ Other (specify): _____ | | | | |
| ▪ Anesthesia medication management | | | | | 10. COMPUTER SYSTEMS/SOFTWARE: | | | | |
| ▪ Cardiac dosing | | | | | ▪ 3M | | | | |
| ▪ Psychotherapeutic management | | | | | ▪ Cemer (Mega Source) | | | | |
| ▪ Therapeutic med monitoring | | | | | ▪ Condor | | | | |
| ▪ Renal dosing | | | | | ▪ HBOC | | | | |
| ▪ Unit dose | | | | | ▪ IBAX Series 5000 | | | | |
| ▪ Mix and check IVs | | | | | ▪ Legacy (Coram) | | | | |
| ▪ Automated mixing | | | | | ▪ Meditech | | | | |
| ▪ Manual mixing | | | | | ▪ Mesta-Med Plus | | | | |
| Retail | | | | | ▪ NDC | | | | |
| ▪ Unit dose | | | | | ▪ Osco | | | | |
| 6. MEDICATION ADMINISTRATION: | | | | | ▪ PAL | | | | |
| ▪ Preparation of medications | | | | | ▪ PDX | | | | |
| ▪ Storage of medications | | | | | ▪ Pharmworks | | | | |
| ▪ Dispensing of medications | | | | | ▪ Pix | | | | |
| ▪ Narcotic accountability | | | | | ▪ QS-1 | | | | |
| ▪ After hours med systems | | | | | ▪ Renlar | | | | |

