

Pharmacy Technician – Laboratory

Town Total Compounding Centers, LLC

Location: Woodbury, New York

Reports To: Pharmacy Technician Laboratory Lead

Position Summary

Town Total Compounding Centers, LLC is seeking an experienced Pharmacy Technician – Laboratory to assist with the preparation, packaging, documentation, and quality assurance of patient-specific compounded medications.

The Pharmacy Technician – Laboratory reports to the Pharmacy Technician Laboratory Lead and is accountable for completing assigned responsibilities in accordance with established formulations, applicable compounding standards, company policies, and performance expectations.

Key Responsibilities

Compounding and Production

- Verify that the correct formula is prepared for each patient-specific prescription.
- Prepare compounds according to the applicable master formulation record.
- Follow all relevant compounding guidelines, quality standards, policies, and procedures.
- Operate capsule- and tablet-counting equipment used to distribute specified quantities into dispensing containers.
- Package and label prepared compounds in appropriate dispensing containers.
- Verify that the beyond-use date on each patient's product label is correct.
- Confirm that all final-product organization and labeling are accurate, including prescription labels, Dymo labels, beyond-use dates, auxiliary labels, and quantities, before final pharmacist verification.
- Organize prepared compounds and supporting documentation for pharmacist verification and validation.
- Assist pharmacists with daily workflow, including managing the fill queue, creating and affixing Dymo labels, and confirming that sufficient ingredients are available for the following day.

Quality Assurance and Documentation

- Maintain accurate records throughout the preparation and workflow of compounded medications.
- Perform required quality-assurance procedures on randomly selected prescriptions or work orders and document the results according to established standards.
- Promptly notify a pharmacist of workflow issues, quality-assurance concerns, discrepancies, equipment problems, or completed medications requiring verification.
- Ensure that compounding documentation is complete, accurate, and ready for pharmacist review.
- Contribute to the ongoing improvement of company procedures, processes, and quality standards.

Laboratory Maintenance and Environmental Monitoring

- Perform daily cleaning of compounding areas and maintain cleaning logs according to established policies.
- Maintain compounding laboratories in a clean, orderly, and compliant condition.
- Confirm daily that laboratory equipment is operating properly, including capsule machines, tablet counters, and balances.
- Perform and document the daily calibration of all pharmacy scales.
- Record and maintain daily temperature logs for freezers, refrigerators, and compounding rooms.
- Record and maintain daily humidity logs for compounding rooms.
- Record and maintain daily pressure readings for the hazardous-compounding room.
- Load and unload the dishwasher as needed.
- Follow all company health and safety policies and procedures.

Inventory and Supply Management

- Electronically record all incoming drug and chemical inventory.
- Attach certificates of analysis and safety data sheets to inventory records when required.

- Maintain appropriate inventory levels for drugs, chemicals, compounding materials, packaging components, and laboratory supplies.
- Promptly notify the Pharmacist-in-Charge or another pharmacist when products or supplies must be reordered or restocked.
- Order authorized drugs, compounding materials, supplies, and tools necessary to support daily laboratory and compounding activities.
- Store and organize inventory so that items are easily retrievable and all walkways remain unobstructed.
- Restock vials, caps, bottles, and other laboratory supplies from the storage room as needed.

Teamwork and Professional Development

- Develop and maintain positive working relationships with employees, suppliers, prescribers, and clients.
- Attend staff meetings and safety meetings as requested.
- Complete annual OSHA, HIPAA, fraud, waste and abuse, pharmacy policy, and other required training.
- Attend applicable workshops and learning opportunities to strengthen job knowledge and support professional development.
- Coordinate and direct interns when they are not engaged in assigned daily compounding activities, consistent with company policy and pharmacist direction.
- Perform other duties or special projects as assigned.
- Represent the pharmacy professionally and act in accordance with company values during all workplace interactions.

Performance Accountabilities

The Pharmacy Technician – Laboratory is accountable for:

- Preparing the correct compound according to the patient-specific prescription and applicable master formulation record.
- Maintaining accurate records throughout the compounding workflow.
- Maintaining clean, organized, and compliant compounding laboratories.

- Promptly communicating workflow problems, quality concerns, and completed medications to a pharmacist.
- Maintaining the drugs, compounding materials, tools, and supplies required to perform assigned duties.
- Completing required quality-assurance procedures accurately and documenting all results.
- Ensuring that final-product packaging, organization, and labeling are correct before pharmacist verification.
- Consistently complying with company health, safety, privacy, quality, and operational policies.

Decision-Making Authority

Within established policies, procedures, and pharmacist oversight, the Pharmacy Technician – Laboratory is authorized to:

- Arrange the workflow of medications according to approved formulas, established processes, and quality-assurance guidelines.
- Order authorized drugs, compounding materials, supplies, and tools needed to support daily laboratory operations.
- Plan, organize, and complete daily activities necessary to fulfill the responsibilities and accountabilities of the position.
- Coordinate interns' assistance when interns are not engaged in their assigned compounding activities.

Required Qualifications

- High school diploma or equivalent.
- Minimum of two years of experience working as a pharmacy technician.
- Certified Pharmacy Technician credential in good standing.
- Strong knowledge of applicable USP compounding standards and guidelines.
- Ability to work in accordance with established USP compounding requirements.
- Knowledge of applicable state and federal laws governing pharmaceutical compounding.

- Strong knowledge of product packaging, labeling, documentation, and quality-assurance standards.
- High level of proficiency with computers and electronic recordkeeping systems.
- Effective verbal and written communication skills.
- Ability to communicate professionally with coworkers, pharmacists, suppliers, prescribers, and members of the public.
- Strong ability to work effectively in a team environment.
- Ability to manage multiple responsibilities accurately and efficiently.

How to Apply

Interested candidates should submit a resume and cover letter to **Joseph Navarra and Justin Wu** at info@towntotalcompound.com.

Equal Opportunity Employer

Town Total Compounding Centers, LLC is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status.