



Indiana Board of Pharmacy Policy Statement

Policy 0002

Subject: Pharmacy Technician/Technician-in-Training Record

856 IAC 1-35-4 Qualifications

Sec. 4. To be eligible to perform the functions and duties of a pharmacy technician, an individual must possess the following qualifications, which shall be ascertained and documented in a reasonably retrievable manner by the pharmacist that qualifies the pharmacy permit.

- (1) The individual has not been convicted of a crime that has direct bearing on the individual's ability to work with legend drugs or controlled substances.
- (2) The individual must be a high school graduate or have successfully completed a General Education Development Program or have been judged to be competent by the qualifying pharmacist.
- (3) The individual must have successfully completed or be enrolled in and successfully complete within twelve (12) months of being hired as a technician one (1) of the following board-approved programs.
 - (A) A comprehensive curricular-based education and training program conducted by a pharmacy or educational organization.
 - (B) A technician training program utilized by the employer that includes specific training in the duties required to assist the pharmacist in the technical functions associated with the practice of pharmacy. The contents of the training program shall include, at a minimum, the following:
 - (I) Understanding of the duties and responsibilities of the technician and the pharmacist, including the standards of patient confidentiality and ethics governing the pharmacy practice.
 - (II) Tasks and technical skills, policies, and procedures related to the technician's position.
 - (III) Working knowledge of pharmaceutical-medical terminology, abbreviations, and symbols commonly used in prescriptions and drug orders.
 - (IV) Working knowledge of the general storage, packaging, and labeling requirements of drugs, prescriptions, or drug orders.
 - (V) Ability to perform the arithmetic calculations required for the usual dosage determinations.
 - (VI) Working knowledge and understanding of the essential functions related to drug purchasing and inventory control.
 - (VII) The record keeping functions associated with prescriptions or drug orders.
- (4) In lieu of the requirements in subsection (3), the successful completion of a board-approved certification examination may satisfy the requirements of this section.

Note: The Qualifying Pharmacist shall determine the qualifications of the individual for the position of technician/technician-in-training in accordance with the requirements listed above.

856-IAC 1-35-4 (5) A record of the pharmacy technician training and education must be maintained in the pharmacy where the technician is employed and shall include the following:

- (A) The name of the pharmacy technician.
- (B) The starting date of employment as pharmacy technician
- (C) The starting date of the technician training program.
- (D) The date of completion of the training program or proof of passing the board-approved examination if subdivision (4) applies.
- (E) A copy of the training manual, if on-the-job training is used by the employer or certificate of successful completion of another program, or other training program completed prior to employment.

Note: This statement is to clarify the difference between personnel files and the training files requested as part of the inspection process. This request is not meant to compromise the integrity of confidential personnel files but to review the qualifications and training program of the technician/technician-in-training as noted above. Each facility may decide if they will maintain a separate file for personnel records and training records. However, access to the record of training should be readily available in the pharmacy. In addition, if an on-line training program is used by the employer the technician or technician-in-training should be able to demonstrate access and knowledge of the program to the inspector upon request.

Effective 07/01/2012