



## **Pharmacy Technician**

### **POSITION SUMMARY**

The Pharmacy Technician assists the Company's dispensing activities to provide the highest quality medical cannabis products for patients' needs. This position ensures compliance with all Virginia Board of Pharmacy regulations, troubleshoot issues, aids in an efficient dispensing operation. This position represents the Dharma Pharmaceuticals, LLC brand to the patients and their caregivers. Delivering premiere customer service and patient education is key to the success of this position.

### **CORE JOB DUTIES AND RESPONSIBILITIES**

- Entry of drug dispensing information and drug history into a data system or other recordkeeping system; including PMP reporting and all inventory and dispensing tasks and processes, ensures proper documentation of all applicable activities in accordance with the Virginia regulations and standards set by the Virginia Board of Pharmacy
- Preparation of labels for dispensing the oils or patient information;
- Removal of the oil to be dispensed from inventory;
- Measuring of the oil to be dispensed;
- Packaging and labeling of the oil to be dispensed and the repackaging thereof;
- The Stocking or loading of devices used in the dispensing process;
- Selling of the oil to the registered patient, parent, or legal guardian;
- Performance of any other task restricted to pharmacy technicians by the board's regulations.

### **SKILLS REQUIRED**

- Experience as a pharmacy technician and familiarity with inventory control.
- Proficiency in MS office, excellent communication skills, strong organizational skills, and proficient time management.
- Critical thinking, problem solving and planning while maintaining compassionate care for patients.
- The ability to perform repetitive tasks for long periods of time (i.e., lifting samples, moving lab equipment, and regular inventory).
- Physical requirements include standing, bending, and lifting up to 50 pounds.

### **QUALIFICATIONS**

- High School Diploma/GED
- 2 years' experience as a registered pharmacy technician and current unrestricted license in Virginia.
- Must be 18 years of age or older.