

CHAPTER 10

PHARMACY TECHNICIAN REGULATIONS

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## CHAPTER 10

### PHARMACY TECHNICIAN REGULATIONS

#### Section 1. Authority.

These regulations are promulgated as authorized by the Act.

#### Section 2. Definitions.

(a) "Pharmacy Technician" means an individual, other than an intern, who performs pharmacy functions under the direct supervision of a licensed pharmacist.

(b) "Pharmacy Technician-in-Training" means an individual who is registered with the Board to receive on-the-job training in preparation for licensure as a pharmacy technician.

#### Section 3. Qualifications and Requirements for Pharmacy Technicians and Pharmacy Technicians-in-Training.

(a) Be at least 18 years of age.

(b) Complete a background check through the Wyoming Division of Criminal Investigation (DCI).

(c) Have no history of drug abuse or provide satisfactory evidence of rehabilitation.

(d) Hold a high school diploma or its equivalent.

(e) Have completed requirements for registration.

(f) Wear a name badge with the appropriate designation "Pharmacy Technician" or "Pharmacy Technician-in-Training" at all times when in or near the pharmacy area.

(g) Identify themselves as the appropriate level of technician in all telephone conversations while on duty.

#### Section 4. Pharmacy Technician-in-Training Registration; Length of Registration Period; Training; Place of Employment; Change of Employment.

(a) A pharmacy technician-in-training shall apply to the Board for a training permit on an application supplied by the Board and shall pay the fee required before starting on-the-job training. This permit shall be valid for two years from the date of original issuance. It shall not be renewed. The sponsoring pharmacy shall be printed on the technician-in-training permit. A change in sponsoring pharmacy requires immediate submission of a transfer form.

(b) A pharmacy technician-in-training may perform pharmacy functions commensurate with his/her ability to perform those tasks as identified in this Chapter, and then only to the extent allowed by the pharmacist-in-charge (PIC). The pharmacy technician-in-training is considered a trainee. The supervising pharmacist shall not allow the pharmacy technician-in-training to perform any pharmacy function for which the individual has not demonstrated competency.

(c) A pharmacy technician-in-training may perform pharmacy functions only at the pharmacy location specified on the permit.

#### Section 5. Pharmacy Functions for Technicians-in-Training.

The following are those pharmacy functions a registered pharmacy technician-in-training may perform under the direct supervision of a licensed pharmacist.

##### (a) Retail Pharmacy

(i) Prescription preparation – retrieving the product from stock, counting, pouring, reconstituting, placing product in a prescription container, and affixing the label.

(ii) Prescription input – making computer entries for new or refill prescriptions.

(iii) Prescription refill authorizations – contacting the practitioner's office and obtaining refill authorizations for any prescription provided there are no changes.

(iv) Restocking emergency drug supply – restocking drugs for those sites where the pharmacy has an emergency drug permit.

##### (b) Institutional Pharmacy.

(i) Distributive functions – stocking: automated drug dispensing units, floor stock, crash carts, after-hour drug cabinets, sterile solutions, and unit dose cart preparation.

(ii) Repackaging into unit dose and/or unit of issue packaging.

(iii) Inspections – conducting inspections.

(iv) Input practitioner medication orders.

#### Section 6. Pharmacy Technician Registration; Fees; Licenses

(a) Individuals shall apply for pharmacy technician licensure by completing an application supplied by the Board, providing evidence of current certification by the Pharmacy Technician Certification Board (PTCB) and paying the required fee. The Board reserves the right to require an interview of the applicant prior to a pharmacy technician license being issued.

(b) A pharmacy technician must apply to renew his/her license each year on or before December 31 and submit payment of the required renewal fee. The Board shall assess a late payment fee for any renewal application postmarked or filed after December 31.

(c) If the pharmacy technician fails to renew before December 31, the license expires ten (10) days after a written notice to renew is sent to the holder by certified mail, to the address last recorded for the licensee. An expired license may be restored by the Board upon compliance with this section no later than March 31 following expiration of the license. A pharmacy technician shall not practice in this state with an expired technician license.

(d) A pharmacy technician may petition the Board for reinstatement of an expired license. To be considered for reinstatement, the pharmacy technician must submit the following:

(i) A letter requesting reinstatement.

(ii) Payment of annual fees, including late payment fees, for those years which the license was expired up to a maximum of five years.

(iii) Evidence of current certification by the PTCB.

(iv) Proof of continuing pharmacy education for those years the license was expired, up to a maximum of five years.

(e) A pharmacy technician who fails to obtain the required number of continuing education credits may be issued an "inactive" license. A pharmacy technician may not practice in Wyoming with an "inactive" license. An "inactive" license may be converted to "active" status by providing the necessary hours of continuing education credits for those years the license has been "inactive" to a maximum of five (5) years.

(f) If change of employment or mailing address occurs, the Board shall be notified within 30 days of date of change by the pharmacy technician.

#### Section 7. Pharmacy Functions for Pharmacy Technicians.

A pharmacy technician may perform the pharmacy functions previously mentioned in this chapter for technicians-in-training as well as the following:

(a) Compounding. The prescription order shall be reviewed by a pharmacist. The PIC shall certify competency of the pharmacy technician prior to allowing a pharmacy technician to assist the pharmacist in compounding, and annually thereafter. Documentation of the competency shall remain on file at the pharmacy and be available for inspection by the Board for each pharmacy technician, and shall include, but not be limited to, documentation of the following skills:

(i) Knowledge and understanding of FDA's Good Manufacturing Practices,

- (ii) Weights and measures,
- (iii) Calculations
- (iv) Use of torsion balance or electronic scales,
- (v) Knowledge of various techniques utilized to compound products,
- (vi) Labeling requirements,
- (vii) Aseptic technique,
- (viii) Use and maintenance of laminar and/or vertical flow air hood,
- (ix) Knowledge in handling chemotherapeutic agents,
- (x) Dating requirements, and
- (xi) Record keeping requirements.

(b) Transfer prescriptions electronically or via facsimile to another pharmacy with consent of the supervising pharmacist.

#### Section 8. Pharmacy Functions Not Permitted for all Technician Levels.

No pharmacy technician or pharmacy technician-in-training shall:

- (a) Receive a new prescription order verbally from a prescriber or other person authorized by law.
- (b) Perform evaluations and interpretations of a prescription and obtain any needed clinical clarifications prior to filling.
- (c) Review and analyze any clinical data in a patient's medication record.
- (d) Perform professional consultation with any prescriber, nurse, other health care professional or any patient/customer.
- (e) Make the offer to counsel.
- (f) Counsel.

#### Section 9. Pharmacy Technician or Pharmacy Technician-in-Training Pharmacy Functions When a Pharmacist is Absent.

(a) When no pharmacist is in the pharmacy, but at least one supervising pharmacist remains in the building, the pharmacy technician or pharmacy technician-in-training may perform pharmacy functions as outlined in this Chapter, provided no prescription product leaves the pharmacy until the pharmacist returns and authorizes the release.

(b) When no supervising pharmacist is in the building, a retail pharmacy may not remain open, and staff may not remain in the pharmacy.

(c) An institutional pharmacy may not remain open. A pharmacy technician, or pharmacy technician-in-training may remain in the pharmacy, but may not perform pharmacy functions. If a drug needs to be removed from the pharmacy, those procedures as outlined in Chapter 12 shall be followed.

(d) Where there are two or more pharmacists working in a pharmacy, the pharmacy may remain open if a pharmacist leaves the building as long as at least one pharmacist remains in the pharmacy. However, the number of pharmacy technicians or pharmacy technicians-in-training present in the pharmacy may not exceed the 3 to 1 ratio.

#### Section 10. Pharmacy Technician Continuing Education Requirements.

(a) Every pharmacy technician seeking renewal of a pharmacy technician license shall complete, during each calendar year, six (6) contact hours of approved, continuing pharmacy education programs to be applied to the upcoming renewal year.

(b) Excess continuing education hours may not be carried forward to subsequent years.

#### Section 11. Continuing Education Audits.

(a) The Board shall randomly select submitted renewal applications for verification of reported continuing education contact hours.

(b) The Board shall review records in the NABP database CPE Monitor for compliance with continuing education hours for pharmacy technicians.

(c) Upon written request by the Board, a pharmacy technician shall provide to the Board copies of certificates of completion for all continuing education contact hours reported during a specified license period. Failure to provide all requested records constitutes prima facie evidence of knowingly submitting false or misleading information to the Board for the renewal of a license and may subject the pharmacy technician to disciplinary action by the Board.

#### Section 12. Pharmacy Technician Approved Continuing Education Providers.

(a) Pharmacist supervisor at place of employment, utilizing a format for documentation developed by the Board staff;

(b) Continuing education hours approved by the PTCB;

(c) Continuing education hours approved by the American Pharmacists Association (APhA);

(d) Continuing education hours of providers of continuing education accredited by the Accreditation Council for Pharmacy Education (ACPE);

(e) Continuing education hours presented by the Wyoming Pharmacy Association (WPhA).

Section 13. Pharmacist/Technician Employee Ratio.

A pharmacist is permitted to be a direct supervisor of three (3) pharmacy technicians and/or technicians-in-training who are performing pharmacy functions. A pharmacy technician-in-training who is enrolled with a Pharmacy Technician Accreditation Commission (PTAC) accredited pharmacy technician training program during required experiential training hours and who possesses a pharmacy technician-in-training permit issued by the Board shall not be included in this ratio.

Section 14. Legal and Professional Responsibilities.

It shall be considered unprofessional conduct for a pharmacy technician or pharmacy technician-in-training to violate the Wyoming Pharmacy Act or the Wyoming Controlled Substances Act or their rules or regulations.