



PHARMACY TECHNICIAN JOB DESCRIPTION

Job Summary:

The Pharmacy Technician performs pharmacy related functions, under the direction of a pharmacist and in compliance with department policies and procedures.

Qualifications:

- Education: High school diploma or graduate equivalent degree
Experience: One year full time experience as a Pharmacy Tech
Licensure: Valid state pharmacy technician registration where required by state law
Certification: Current CPR/BLS Certification

Duties and Responsibilities

The Pharmacy Tech is expected to practice safe procedures under the supervision of the Pharmacist. Specific duties may include but are not limited to:

- Rotate through all work areas of the Pharmacy
- Transport medications, drug delivery devices and other pharmacy equipment from the pharmacy to nursing units and clinics
- Pick up copies of physician orders, automated medication administration records and unused medications from the nursing units and return them to pharmacy
- Fill patient medication cassettes
- Prepare medications and supplies for dispensing including:
 - Preparing bulk medications
 - Preparing chemotherapeutic agents
 - Compounding ointments, creams, oral solutions and other medications
 - Compounding total parental nutrition solutions
 - Compounding large-volume intravenous mixtures
 - Packaging and preparing drugs being used in clinical investigations
 - Preparing prescriptions for outpatients
 - Checking continuous unit dose medications
 - Control and audit narcotics/stock substances
- Assist pharmacists in entering medication orders into the computer system
- Prepare inventories, order drugs and supplies from the storeroom, receive drugs and stock shelves in various pharmacy locations
- Perform monthly nursing unit inspections, maintain workload records and collect quality assurance data
- Assist other pharmacy technicians
- Coordinate insurance billing including third party prescriptions
- Unit dose delivery to automated dispensing technology
- Triage telephone/window inquiries

Essential Functions:

- Ability to communicate effectively both verbally and in writing
- Participates in continuing education and learning experiences to enhance and maintain current knowledge and skills for continued competence
- Ability to work as a team member
- Knowledge of basic pharmacy practices and procedures
- Knowledge of medications and medical supplies
- Strong mathematical computation skills
- Knowledge of record-keeping techniques
- Attention to detail
- Accurate typing skills
- Basic understanding of computer technology
- Perform all duties using proper body mechanics.
- Frequently move/lift between 50-100 pounds, depending on assignment requirements
- Stand for long periods with frequent squatting, twisting, bending, kneeling and reaching to prepare equipment, materials or objects in order to provide patient care or maintain the patient environment
- Manual dexterity and fine motor coordination
- Ability to work in a stressful environment
- Ability to follow directions/instructions from his/her supervisor.
- Consistent attendance is required to assure that the client facilities' needs and patient needs are met.
- To comply with all client facilities' policies, procedures and practices

Working Conditions:

The Pharmacy Technician must understand and accept the possibility of exposure to inside environmental conditions, such as noise, infectious/communicable diseases, blood and bloodborne diseases, chemicals and/or chemical fumes, odors, gases and dusts. Frequent exposures to distressed patients, families or visitors.
