

PHARMACY TECHNICIAN LEAD

Job Description

General Position Information

Reports directly to (Title):	Director of Pharmacy
Matrix reports to (Title):	N/A
Direct Reports:	YES
Created / Last Revised:	7/1/2019 / 10/1/2019
Job Code:	11035

Position Summary

The Pharmacy Technician Lead is a comprehensive role that is responsible for accurately performing advanced and basic pharmacy technician functions. In addition, they are responsible for performing duties associated with Automated Dispensing Cabinets (ADCs), other specialized duties and/or leadership roles as assigned by the pharmacy management team.

Major Responsibilities:

- Identifies critical issues, prioritizes workload and communicates to appropriate personnel any issues in a timely manner
- Completes all education requirements and/or other activities needed to maintain competency
- Complies with facility policy and procedures and regulatory requirements
- Provides direction and training to other technicians as assigned, including on boarding of new staff
- Assists in the supervision of other technicians to ensure that policies and procedures and regulatory requirements are uniformly and consistently followed
- Is responsible for maintaining medication storage and security as per regulatory requirements throughout the organization
- Accurately performs audits (i.e. anesthesia, overrides, billing, etc.) as assigned
- Performs and monitors compliance for quality control and performance improvement functions as assigned
- Optimizes technician workflow and the continuous improvement process
- Accurately performs and documents monthly medication storage area inspections as assigned
- Performs and supervises other technicians for administrative billing functions as assigned
- Performs Technician scheduling as assigned
- Facilitates the training and competency assessments for all technicians at start and annually (unless otherwise required)
- Accurately and safely compounds and labels medications and parenteral admixtures
- Is compliant with all USP 797 and USP 800 daily/monthly requirements (i.e. Cleaning laminar airflow cabinets and biological safety cabinets, wearing personal protective equipment, etc.)
- Performs daily ADC routines as assigned (i.e. restocks, outdates, discrepancy resolution, loading and unloading, etc.) and provides oversight of these activities for appropriate inventory management
- Coordinates and communicates with the appropriate support personnel as needed
- Assists in departmental education, as necessary
- Manages the ADC's formulary for new medications; communicates with individual ADC users when errors are made and re-educates on correct procedures as part of the continuous quality improvement process
- Performs the role of the Inventory Manager/buyer when that person is not available or as assigned
- Identifies, analyzes and evaluates data from a variety of sources and tools as assigned

Other

- Performs other duties as assigned
- Practices and adheres to the "Code of Conduct" and "Mission and Value Statement"

Education & Experience:

• High School Graduate/Equivalent	Required
• Associate or Bachelor degree	Preferred
• Minimum of 3 years inpatient hospital experience	Required
• 6 months' experience in personnel management	Preferred

Licenses, Certifications, & Training:

• State Board of Pharmacy Registration (if applicable for the state)	Required
National Pharmacy Technician Certification (PTCB)	Required
ASHP Sterile Preparation Institutional Training or Similar	Required

Knowledge, Skills, Abilities, Behaviors:

• Adaptability – Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.	Required
• Building Strategic Work Relationships – Developing and using collaborative relationships to facilitate the accomplishment of work goals.	Required
• Contributing to Team Success – Actively participating as a member of a team to move the team toward the completion of goals.	Required
• Customer Focus – Ensuring that the customer perspective is a driving force behinds business decisions and activities; crafting and implementing service practices that meet customers' and own organization's needs.	Required
• Technical / Professional Knowledge and Skills – Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping up with current developments and trends in areas of expertise.	Required
• Work Standards – Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.	Required

Physical Demands

Activity: (Hours / Day)		Rarely (Up to 3 Hours)	Occasionally (3+ Hours)	Frequently (6+ Hours)	Routinely (8+ Hours)
Balancing		☒	☐	☐	☐
Bending		☐	☒	☐	☐
Climbing		☒	☐	☐	☐
Color Vision		☐	☒	☐	☐
Crawling		☒	☐	☐	☐
Driving		☒	☐	☐	☐
Handling		☐	☒	☐	☐
Reaching		☐	☒	☐	☐
Sitting		☐	☒	☐	☐
Standing		☐	☐	☒	☐
Typing		☐	☒	☐	☐
Walking		☐	☒	☐	☐
Work at elevated levels (work at higher levels, on the roof)		☒	☐	☐	☐
Activity: (Hours / Day)	Max Weight (In Pounds)	Rarely (Up to 3 Hours)	Occasionally (3+ Hours)	Frequently (6+ Hours)	Routinely (8+ Hours)
Lift / Carry	26-50 lbs.	☐	☒	☐	☐
Push / Pull	26-50 lbs.	☐	☒	☐	☐

Environmental Conditions				
Exposure To:	Rarely (>Monthly)	Occasionally (Monthly)	Frequently (Weekly)	Routinely (Daily)
Blood-borne pathogens	☒	☐	☐	☐
Communicable disease	☒	☐	☐	☐
Dust/fumes/plume	☐	☒	☐	☐
Extreme conditions, hot/cold	☒	☐	☐	☐
Gaseous Risk exposure	☒	☐	☐	☐
Loud noises	☒	☐	☐	☐
Moving mechanical parts	☐	☐	☒	☐
Potential electrical shock	☒	☐	☐	☐
Toxic/caustic/chemicals/detergents	☐	☒	☐	☐
X-ray/electromagnetic energy	☒	☐	☐	☐

Travel Required

- ☐ No Travel: The job does not require any travel.
- ☒ Occasional Travel: The job may require travel from time- to-time, but not on a regular basis.
- ☐ The job may require up to 25% travel.
- ☐ The job may require up to 50% travel.
- ☐ The job may require up to 75% travel.
- ☐ The job may require 76% or more travel.

Patient Care

- ☐ No Patient Care
- ☒ Patient Care
- ☐ Neonates 1 – 30 days
- ☐ Infants 30 days – 1yr.
- ☐ Children 1 – 12 yrs.
- ☐ Adolescents 13 – 17 yrs.
- ☐ Adults 18 – 70 yrs.
- ☐ Geriatrics 70+

My signature below acknowledges that I have read the above job description and agree that I can perform the responsibilities and meet the requirements. I also understand that this job description may change at any given time based on organizational or departmental needs.

Signoff & Acknowledgement

X