

General Position Information

Reports directly to (Title):	Pharmacy Supervisor
Matrix reports to (Title):	N/A
Direct Reports:	No
Created / Last Revised:	9/15/2006 / 7/13/2020
Job Code:	11035

Position Summary

The pharmacy technician performs technical duties under direct supervision of attending pharmacist, involving dispensing of medications and maintaining the drug inventory and patient records.

Major Responsibilities:

- Procures and distributes medications orders per physician request, pharmacist request, or prearranged work assignment according to established policies, procedures, and protocols
- Accurately fills medication orders and follows labeling requirements:
 - a. Physician orders
 - b. First doses and non-Pyxis medications (if applicable)
 - c. Labeling follows departmental procedures
 - d. Products are bar-coded according to departmental procedures
 - e. Investigational medications (if applicable)
- Accurately prepackages medications following departmental procedures
- Delivers medications and supplies to patient care and ancillary areas accurately per established schedule
- Dispenses controlled substances accurately with proper documentation; counting discrepancies and suspected diversions are immediately brought to the attention of a pharmacist
- Maintains adequate stock of medications and supplies according to established policies and procedures
- Assists in ordering, receiving, unpacking, and storing pharmaceuticals and supplies in appropriate locations
- Rotates stock to ensure use before expiration date. Identifies and replaces outdated and unusable drugs
- Restocks pharmacy inventory
- Disposes of unusable returned medications follows departmental procedures
- Accurately replenishes floor stock medications:
 - a. Pyxis refill and floor stock requisitions
 - b. Pyxis stock-outs are responded to within one hour
 - c. Emergency kits and crash carts
 - d. Surgical kits
- Contributes to the effective operation of the department
- Picks up orders, requisitions, and medications for return from patient care areas when on delivery rounds
- Enters charges and credits for patient medications accurately and in a timely manner to avoid any late corrections to the patient's account
- Generates reports and labels as required
- Organizes and prioritizes work assignments; appropriately responds to emergency STAT, Now and routine requests
- Makes STAT deliveries to patient care areas when requested
- Answers the telephone within three rings, identifying themselves and the department. Directs calls to appropriate personnel
- Answers requests at the window; promptly responds to the intercom system
- Keeps pharmacy areas and equipment clean, neat, and well organized
- Maintains logs, records, and other required documentation accurately; files documentation in appropriate locations
- Demonstrates effective and appropriate oral and written communication
- Participates in the quality improvement activities of the department

•	Completes and documents all assigned medication storage inspections at least monthly; identifies and replaces outdated and unusable medications; informs pharmacist of any drug related problems and their resolution status
•	Collects data, conducts quality monitors and inspections, and maintains logs, records and other documentation as assigned
•	Assures patient medications have been checked and released by a pharmacist prior to dispensing or delivery
•	Assesses and documents daily refrigerator and freezer temperatures as assigned
•	Maintains competence required for current position
•	Attends and participates in at least one staff meeting per month (full-time and PRN staff); obtains prior approval when unable to attend
•	Attends orientation, education and training programs; review literature and other materials pertinent to the practice of pharmacy
•	Completes all competencies/ skills assessments by established deadlines
•	Stays current with pharmacy communications such as the EHR messaging system, e-Mail, mailbox, bulletin boards and shift change report, etc.

Other

•	Performs other duties as assigned
•	Practices and adheres to the “Code of Conduct” and “Mission and Value Statement”

Education & Experience:

•	High school graduate or GED	Required
•	2 years of related experience	Preferred

Licenses, Certifications, & Training: Or

•	Applicable state Pharmacy license	Required / Or
•	State Intern Permit Registration	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	☐	☒	☐	☐

Physical Demands

Activity: (Hours / Day)	Rarely (Up to 3 Hours)	Occasionally (3+ Hours)	Frequently (6+ Hours)	Routinely (8+ Hours)
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
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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

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