

PHARMACY TECHNICIAN SPECIALIST - AUTOMATION

Job Description

General Position Information

Reports directly to (Title):	Pharmacy Director, Pharmacy Operations Manager
Matrix reports to (Title):	N/A
Direct Reports:	No
Created / Last Revised:	7/10/2019 / 10/1/2019
Job Code:	11035

Position Summary

The Pharmacy Technician Automated Dispensing Machine (ADM) Coordinator functions as the operational coordinator for hospital wide ADMs and focuses on the day-to-day operation and monitoring of the system. In addition, there is responsibility for the day-to-day maintenance of the ADM system. This individual will be considered a subject matter expert in the use of the ADM system.

Major Responsibilities:

- Coordinates the setup, installation and/or expansion of the system
- Communicates the status of the ADM product, projects, activities, and issues to Pharmacy, Nursing, RT, and Medical staffs
- Monitors ADM provider dashboard to identify system issues; assists in resolving ADM system issues
- Manages inventory of the ADM system, including recalls, separation of LASA, formulary changes
- Monitors expiration dates of medications stored in hospital wide ADMs
- Works with housekeeping to establish a regular on-going schedule of ADM cleaning
- Reviews reports of nursing activities and discrepancies and refers to pharmacist or nurse manager according to policy and procedure
- Establishes daily batch reports
- Facilitates and monitors pharmacy staff training (new and current staff)
- Reviews and adjusts inventory levels per system recommendations
- Informs ADM provider of any internal changes that may affect ADM operation
- Requests new drug entities to be added to ADM data base as necessary
- Reviews monthly RX Auditor reports (request exclusions, prioritize low operational performers)
- Works with ADM provider to schedule and perform regular preventative maintenance
- Reviews ADM provider tickets regularly to identify trends and escalate if needed
- Manages Replenishment Pick Area to avoid overstock of core medications

Other

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

Education & Experience:

- | | |
|--|-----------|
| • High School Diploma or GED | Required |
| • Associate or Bachelor's Degree | Preferred |
| • 3 years related pharmacy experience | Preferred |
| • 1 year experience with pharmacy automation and EHR systems | Required |

Licenses, Certifications, & Training:

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|--|----------|
| • State Board of Pharmacy Registration (if applicable per State) | Required |
| • National Pharmacy Technician Certification PTCB | Required |

- ASHP Sterile Preparation Institutional Training or Similar

Preferred

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. Preferred
- **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	☐	☐	☒	☐

Environmental Conditions				
Exposure To:	Rarely (>Monthly)	Occasionally (Monthly)	Frequently (Weekly)	Routinely (Daily)
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
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