

Position Summary Description

Position Title: Pharmacy Technician
(☒) **Non-Exempt / Hourly** (☐) **Exempt / Salaried**

Department: Pharmacy

Reports To: Director of Pharmacy or Staff Pharmacist

Date Written: Sept, 2010

Job Summary:

To assist the pharmacists in the preparing, dispensing, reconciling, and charging of all medications to the nursing units and treatment areas serviced by pharmacy. To assist the pharmacist in maintaining an adequate drug inventory. Pharmacy Technician shall work under the direct supervision of a licensed registered pharmacist, and will only perform activities that are in compliance with the State Board of Pharmacy practices.

Age Specific Statement:

Individuals having regular clinical contact with patients demonstrate knowledge and skills in caring for patients (or assisting in caring for patients) of different age groups. Individuals demonstrate the ability to care for and utilize resources for patients to promote a cost effective and efficient environment for patients in the following age groups:

Newborn	Adult
Child	Geriatric
Adolescent	

Individuals having contact with patients in a non-clinical setting understand and demonstrate appropriate behavior when interacting with patients in the following age groups:

Newborn	Adult
Child	Geriatric
Adolescent	

(☒) Individuals have no contact with patients.

ESSENTIAL FUNCTIONS

1. Accurately and timely fills unit-dose medication orders and delivers medications to nursing units after pharmacist has checked them.
2. Makes timely rounds to each nursing unit as directed by the pharmacist, to deliver medications, IVs, Auto Stop Reports, MARs, etc. and to pick up orders and credits.
3. Completes all credits returned to pharmacy timely and accurately. Accurately and appropriately returns medications to stock before leaving for the shift.

4. Complies with policy and procedures when issuing and charging requisitioned drugs to other hospital departments and clinics. Maintains appropriate records of requisitions as delimited in pharmacy's policy and procedure.
5. Demonstrates the ability to maintain appropriate inventory levels by recording all drugs and supplies needed on the appropriate document for wholesaler ordering.
6. Accurately and timely completes assigned monthly Unit Inspections.
7. Assists pharmacist in cart fill, by generating necessary reports, and accurately filling, exchanging, and billing.
8. Appropriately documents and files cart fill reports.
9. Maintain floor stock systems within the hospital and clinics, by accurately reconciling, restocking and charging for medications removed.
10. Accurately completes daily billing procedures as assigned.
11. Complies with Rules and Regulations of the State Board of Pharmacy in accurately preparing IVs as assigned, utilizing aseptic technique, under the supervision of a pharmacist.
12. Accurately performs assigned duties/projects as specified by the Director or staff pharmacist in a timely manner.
13. Regular attendance is required to perform the essential function of this position.
14. Employee must maintain performance levels that support the mission and philosophy of ITH of providing exceptional patient care and satisfaction.
15. Employee must maintain confidentiality of patient and employee information at all times.
16. The employee has attended compliance related in-services (evidenced by attending mandatory Corporate Compliance in-service, and /or Hospital Orientation, and/or mandatory in-services).
17. Performs other duties as assigned.

BEHAVIORAL EXPECTATIONS

1. Compassion- Demonstrates sensitivity for the needs of others by showing appreciation and respect for the dignity of all persons. Shows concern for the feelings of others through actions that express thoughtfulness, attentiveness and confidentiality.
2. Service - Anticipates and responds to the needs of patients, visitors, physicians, employees, volunteers and the community. Recognizes the needs of others and takes appropriate steps.
3. Communication - Expresses and receives, through word, body language and listening skills, all information needed for job performance. Presents information (verbal and/or written) in a clear and concise manner that is easy to hear or read and understand.
4. Fairness - Displays open mindedness and objectivity in relations with patients, visitors, physicians, employees, volunteers and the community. Treats all persons justly acting without self-centeredness, prejudice and favoritism.
5. Courtesy - Demonstrates the hospitality of Integrity Transitional Hospital through words and behavior. Displays friendliness, kindness and appropriate manners in interactions with patients, visitors, physicians, employees, volunteers and the community.

6. Teamwork - Promotes a spirit of unity which enables the group to work together to achieve a common goal. Takes initiative to perform job and/or assist co-workers, supporting the work of others in accomplishing the mission of the hospital.
7. Stewardship - Demonstrates efficient and careful use of materials and human resources to carry out the mission of the department and Integrity Transitional Hospital, in a resourceful and creative manner. Effectively utilizes and is not wasteful of human and financial resources, equipment, supplies, building, and property.
8. Flexibility - Displays open mindedness and adaptability by adjusting to meet the needs of the department and Integrity Transitional Hospital. Receive in a positive manner suggestions for improvement and necessary changes in scheduling, procedures and assignments.
9. Professionalism - Presents a positive image of yourself and of Integrity Transitional Hospital. Exhibits behaviors which demonstrate competence, reliability, self control, honesty, and appropriate overall appearance while rendering service.
10. Concern for Environment - Demonstrates responsibility for maintaining an environment which is conducive to the work of the hospital. Takes necessary measures to assure work area and the hospital as a whole is kept safe, neat and quiet.License: Current Pharmacy Technician Certification as required by State law

Education: High school diploma or equivalent

Knowledge / Skills Required:

1. Computer literate
2. Communication (verbal and written)

Attitude / Traits/ Appearance:

- Courteous
- Cooperative
- Mature
- Punctual
- Neat and professional
- Accurate
- Detail orientated

Physical/Mental Requirements:

1. Adequate range of motion and mobility required
2. Sitting, standing, bending, stooping, and the ability to carry items weighting up to 10 pounds
3. Talking and the ability to express and exchange ideas by means of language
4. Hearing and the ability to perceive sound
5. Near acuity with clarity of vision at 2 feet or less required
6. May be required to stand for long periods of time (4 to 8 hours).
7. May be required to handle a heavy work volume.
8. May require lifting/carrying moderate loads (40 pounds).

9. Must be physically able to operate the equipment used for the job.

Environmental/Working Conditions

- Working long hours between breaks or meals may be required
- Able to appropriately cope with stress
- May be exposed to noise of varying intensities
- Constant contact with co-workers
- Exposure to fluctuations in temperature may be required
- Exposure to outdoor environment

Equipment Requirements Able to use Fax, telephone, copy machine, computer, and calculator

Critical Demands:

- Able to prioritize work, and handle stress.
- Able to work cooperatively as a team member of both the department and the hospital.
- Aware of the possible exposure to hazardous and/or biological materials.
- Able to appropriately handle hazardous and/or biological materials

A review of this position description may have excluded some of the marginal functions of the position that are incidental to the performance of fundamental job duties. This position description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisors.