



Position Description

Position Title: Pharmacy Technician
Department: Pharmacy
Reports To: Pharmacy Director
Status: Non-Exempt

Summary

The individual will assist the pharmacist with the dispensing functions of a pharmacy, including written or electronic prescription orders. The individual will accept patient requests for filling a prescription, prepare prescription labels, count and measures medication and perform other necessary and lawful duties necessary to dispense drugs and account for patient ledgers and the related cash transactions.

Duties & Responsibilities

- Request authorization for a refill from the prescribing practitioner
- Obtain and enter patient or prescription data into the patient information system
- Preparing a prescription label
- Retrieve medication from stock, count or measure medication and place the medication in its final container
- Affix a prescription label to its final container
- Place ancillary information on the prescription label
- Prepackage and label drugs for dispensing by a pharmacist
- Stock and order prescription medications and supplies for the pharmacy
- Count down the register at the end of the day
- Fill out paperwork for cash deposit
- Promote the mission, vision and values of the organization in all interactions
- Report to work as scheduled
- Other duties as assigned

Qualifications

The individual must respect the confidentiality of patient information while performing job duties and to establish and maintain effective working relationships with patients, employees and public. The individual must also possess excellent understanding of prevailing standards of medical practice, and the ability to constructively participate in a clinical quality improvement. The position includes having to meet deadlines, deal effectively with time pressures and stress and write reports and correspondence. Intermediate math skills and legible handwriting is a must. Quality, accuracy, thoroughness, timeliness and reliability of work performed are essential. The individual must have a valid drivers license, be insurable and provide own transportation.

Education and/or Experience

The individual should have a general understanding of medical and pharmaceutical terms. Experience in a health services setting is preferred, but not required.

Communication Skills

The individual must possess very strong oral and written communication skills and have the ability to read and understand documents; write routine reports and correspondence; speak effectively before groups of customers or employees of organization. Bilingual skills (Spanish/English) are helpful, but not required.

Computer Skills

The individual must have a working knowledge of computers and common software programs, i.e. Windows based programs, Microsoft Office suite, and Internet/web based programs. The individual must have the ability to learn simple spreadsheet entries and patient management information system functions of appointment scheduling, charge entry, payment transactions, etc.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may require sitting or standing for long periods of time; also stooping, bending and stretching
- Occasionally lifting 25 pounds or more
- Requires manual dexterity sufficient to operate a keyboard, telephone, copier and other such equipment
- Specific vision abilities required by this job include close vision, color vision and ability to adjust to focus

Work Environment

Work is performed largely indoors and most days are spent working directly with patients. Work hours include some evenings and otherwise are generally during normal business hours and average no more than 40 hours a week for full-time employees, 30 hours a week for limited full-time employees and less than 29 hours for part-time employees. Interaction with others is frequent and interruptive. Work may be stressful at times. The noise level in the work environment is usually moderate.

Acknowledgement

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date