



PHARMACY TECHNICIAN JOB DESCRIPTION

Position Title:	Pharmacy Technician	Exemption Status:	Non-Exempt
Job Classification:		Job Code:	
Department:	Pharmacy		
Reports to:	Director of Pharmacy		
Last Update:	May 19, 2017		

Job Summary

Under the direct supervision of the Pharmacist, performs assigned duties in support of the Pharmacy Department with an emphasis on accuracy, timeliness, and patient safety.

Essential Functions

- Promote the mission, vision, and values of the organization.
- Manage hospital medication inventory, including ordering, stocking/organizing to prevent mispicks/medication errors, rotating stock to minimize expired products, proactively responding to drug shortages, maintaining appropriate stock levels of formulary medications, using drop ship and alternative suppliers appropriately, acquiring non-formulary medications, and oversee the disposition of expired products.
- Manage PYXIS inventory, including accurate selection and loading of medications, organize according to ISMP safety initiatives, evaluate medication use trends to maintain appropriate par levels, ensure removal of expired/damaged products in a timely manner, and resolve discrepancies.
- Maintain appropriate inventory records, including supplier invoices and Pyxis deliver/receive logs, as required by hospital policy and state and federal regulations.
- Manage employee purchase functions, including ordering and charging.
- Manage departmental medication requests in a timely manner, including ordering, documenting, communicating out of stock or shortages, and transferring medications to the department. Maintain an adequate supply of medications regularly used and requested by the departments.
- Manage emergency supply inventory in carts/kits, including ordering and maintaining adequate supply, accurately restocking, organizing to ensure consistent placement and uniformity, documenting medications used for charge purposes, removal of expired/damage products, and performing monthly checks on each unit.
- Accurately prepare medications in unit of use containers, ensuring correct labeling of medication, precise mixing of ingredients, and documentation as required by state regulations.
- Prepare medication kits ensuring accuracy and completeness of each kit. Maintain adequate inventory of medications used in these kits, label appropriately, document expiration dates, and charge the department as indicated.
- Assists in performing yearly Controlled-Substance inventory and annual hospital-wide medication inventory.
- Record refrigerator temperatures daily, ensuring that medications are stored at appropriate temperatures. Maintain refrigerator temperature logs per hospital policy.
- Communicate effectively with nursing, physicians, and ancillary services to meet the needs of these departments and maintain a positive working relationship and image of the pharmacy department.

- Demonstrate an ability to be flexible, organized and function under stressful situations.
- Perform all tasks in a safe manner that is consistent with company policies, as well as state and federal laws.
- Ensures patient confidentiality.
- Manage and operates equipment safely and correctly.

Non-Essential Functions

- Perform other duties as assigned

Professional Requirements

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics, and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

Qualifications

- High School Diploma
- Registration with the NM State Board of Pharmacy or within ten (10) days of employment
- National Pharmacy Technician Certification by examination within one (1) year of employment

Knowledge, Skills, and Abilities

- Knowledge of pharmaceutical services
- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

Physical Requirements and Environmental Conditions

- Working irregular hours including call hours
- Physically demanding, high-stress environment
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting patients
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date