



JOB DESCRIPTION

JOB TITLE: Pharmacy Technician

DEPARTMENT: Pharmacy

SUPERVISOR: Director of Pharmacy

JOB SUMMARY:

Pharmacy technicians assist pharmacists in preparing and distributing medications, maintaining the medication inventory, and maintaining patient records. Pharmacy support personnel work only under the supervision of a registered pharmacist. They do not perform duties that can legally be performed only by a registered pharmacist.

JOB DUTIES:

1. Assists the pharmacist in providing effective and safe pharmaceutical services. Prepares and compounds drug products and intravenous solutions for pharmacist approval to insure accurate and timely delivery of medications for patient administration. Retrieves and delivers physician orders to the pharmacists for the initiation of the drug distribution process. Delivers and document the distribution of narcotics and controlled substances to the patient care areas under the supervision of the pharmacist. Prepares, delivers, and restocks the automated drug dispensing system. Problem solves and trouble shoots any situation that may arise with the operation of the drug distribution process, manual or automated.
2. Compounds and prepares intravenous drugs and solutions utilizing aseptic techniques to insure sterility according to hospital policy and procedures. Prepares and compounds a wide range of intravenous solutions including primary, total parenteral nutrition solutions, and piggyback IV solutions. Prepares and handles cytotoxic and chemotherapeutic drugs and solutions according to hospital procedure insuring employee and patient safety.
3. Reconciles, charges, and credits patient accounts for drugs and intravenous solutions used during hospital admission. Retrieves and returns medications after patient discharge and credits the patient account to insure accurate pharmacy charges.
4. Prepares and dispenses drugs and drug products for use as floor stock to various patient care and hospital departments. Maintains adequate inventory of floor stock intravenous solutions in all patient care areas.
5. Inspects and reviews drug storage conditions insuring the integrity and safety of drug products stored inside and outside the pharmacy department. Inspections of drug storage conditions are done under the direct supervision of the pharmacist according to state and regulatory agency rules, regulations, and standards.

6. Assists and participates in the inventory management to insure adequate drug supply is maintained for the provision of patient care. Communicates changes in drug utilization to the purchasing agent to insure proper drug procurement.
7. Answers and directs telephone communications to the appropriate pharmacist or supervisor. Resolves and trouble shoots any drug distribution problems that may be received in the pharmacy, escalating problems only when the problem is outside of their realm of responsibility.
8. Perform other duties as assigned.

CONFIDENTIAL INFORMATION:

1. Maintains confidentiality of all pertinent information to assure that employee, patient and visitor rights are protected.
2. Handles all information regarding the organization in a manner that assures strictest confidentiality that is maintained at all times.

PERSONAL CONTACTS/COMMUNICATION/BEHAVIOR:

1. Addresses patients, visitors, families, and co-workers in a pleasant, respectful and professional manner.
2. Develops and maintains open communication with the staff in both your department and other departments to achieve overall organizational goals and objectives.
3. Must work as a team member, both within the department and while addressing customer needs including, but not limited to, nursing, physician and patient.
4. Organizes and utilizes time in an effective fashion to assure all tasks assigned are completed timely. Ability to work quickly and accurately, following detailed processes and procedures.
5. Demonstrates a commitment to providing the highest and most reliable quality service available on a daily basis.
6. Demonstrates ethical conduct and practices.

PHYSICAL DEMANDS:

1. See the Functional Job Description for the pre-work screen physical demands for this specific job.
2. Ability to perform repetitious work.
3. Must be able to stand for long periods of time.
4. Ability to remain mentally alert and be able to concentrate on the job.
5. Ability to work under pressure.
6. May require lifting and carrying light loads (e.g. boxes, equipment, unit dose cassettes, IV solutions) and stooping or kneeling (e.g. to pick up items from the floor, to remove and replace items on lower shelves, and to file documents in lower file drawers).
7. Must be able to physically operate the equipment used in the job.

ATTENDANCE AND ADHERENCE TO ORGANIZATIONAL POLICY:

1. Responsible for being available based upon scheduled hours.
2. Demonstrates behavior that fits with the organization's Mission, Vision, and Values.

QUALIFICATIONS:

1. High school diploma or equivalent. Prefer advanced education in healthcare or previous hospital/retail pharmacy experience.
2. LPN, Pharmacy Technician Certification or be able to obtain within one year. Maintain required Continuing Education for CPhT certification.
3. Pharmacy Technician Registration with the Minnesota Board of Pharmacy. Adhere to the requirements of the Minnesota Board of Pharmacy for Pharmacy technicians.
4. Complex math skills that demonstrate the ability to prepare and formulate pharmaceutical products. Demonstrate knowledge of the metric system.
5. Interpersonal communication skills, both written and verbal, with the ability to work independently in a teamwork environment.
6. Basic typing skills.
7. Operate personal computer hardware and application software, such as automated drug dispensing system.
8. Compliance with all applicable policies, procedures, codes and standards of Grand Itasca Clinic and Hospital. Demonstrate participation in Grand Itasca Clinic and Hospital Mission, Vision and Values.

Employee's Signature

Date

Supervisor's Signature

Date

Original copy must be filed in the Human Resources employee's personnel record.