



JOB DESCRIPTION

TITLE: Certified Pharmacy Technician
DEPARTMENT: Pharmacy
REPORTS TO: Director of Pharmacy
FLSA: Non-Exempt

SUMMARY OF JOB:

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

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

PRINCIPAL DUTIES/RESPONSIBILITIES:

1. Product procurement as directed by the pharmacist.
 - a. Responsible for proper storage and documentation of pharmaceutical product shipments.
 - b. Places purchase orders for pharmaceutical products through online wholesale accounts.
 - c. Receives pharmaceutical product shipments into the pharmacy.
2. Distributes medications to Automated Dispensing Machines, and other stock areas throughout the facility.
 - a. Refills empty and near-empty medication storage spaces within the Automated Dispensing Machines.
 - b. Delivers labeled medication to patient-specific storage spaces.
 - c. Monitors and maintains medication expiration dates throughout the facility.
3. Prepares sterile and non-sterile products within current USP guidelines.
 - a. Sterile products may include both non-hazardous and hazardous medication such as chemotherapy.
 - b. Responsible for maintaining the integrity of all compounding areas through cleaning and proper use.
 - c. Performance is measured by the satisfactory completion of an annual competencies in non-sterile, non-hazardous sterile, and hazardous sterile procedures.

4. Completes hospital billing in accordance with policy.
 - a. Responsible for completing patient billing in a thorough and timely manner.
 - b. Responsible inter-departmental billing as assigned.
5. Completes all assigned professional competencies
 - a. Acceptable performance is measured by achieving a score of at least 80% on written testing unless otherwise noted.
 - b. Practical demonstration of proper techniques may be required for certain job duties.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent with at least two (2) years pharmacy technician experience preferred, but not required.

OR

equivalent combination of education and experience.

LICENSES/CERTIFICATIONS:

Current pharmacy technician certification required within 6 months of employment.

LANGUAGE SKILLS:

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERPERSONAL SKILLS:

Demonstrates exceptional customer service skills using the "Whatever It Takes" philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

DECISION MAKING ABILITY:

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

ANALYTICAL ABILITY:

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

COMPUTER SKILLS:

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

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.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:

Attends annual compliance and privacy training.
Responsible for complying with all federal, state and local rules and regulations.
Must comply with the Code of Conduct Guide.
Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.
Reports any conflict of interest or relationship immediately.

HIPAA:

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

Final Section I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

Employee Name & Signature

Date

Supervisor Name & Signature

Date