

Pharmacy Technician Job Description

Job Title – Pharmacy Technician	Reports to: Pharmacist					
Job Code-	Overtime Status: Exempt (not eligible) _X Non-Exempt(eligible)					
Department – Pharmacy	Prepared by:			Date:		
Facility -	Approved by:			Date:		
<p>Job Summary The incumbent will be responsible for the pharmaceutical dispensing in the hospital. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of health care systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>						
<p>Supervises</p> <ul style="list-style-type: none"> None 						
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> Under the direct guidance and supervision of a licensed pharmacist, and following all Federal and State regulations, prepares and distributes medications Maintains drug inventory and patient records Submits prescription to insurance carrier for payment 						
<p>Other Responsibilities</p> <ul style="list-style-type: none"> Attends staff meetings Completes continuing education units as needed 						
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> High School Diploma or GED equivalent Completed pharmacy technician program State certified as pharmacy technician 						
<p>Experience</p> <ul style="list-style-type: none"> Required - 3-6 months experience as a pharmacy technician Preferred - 1 year experience as a pharmacy technician 						
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred 						
<p>Contacts</p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients and providers</p>						
<p>Physical, Mental Demands/Working Environment <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>						
General Activity	Number of Hours					
		None	1-2	2-4	4-6	6-8
	Drive	X				
	Sit			X		
	Stand			X		
Walk			X			

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Motion	Up to 1/3 of shift	1/3 or more of shift		
	Bend	X		
	Squat	X		
	Crawl			
	Climb			
	Reach	X		
	Lift	X		
	Carry	X		
	Push	X		
	Pull	X		
	Twist	X		
Turn	X			
Use of Hands and Feet	Gross Motor Function	Precise Motor Function		
	Right Hand	X		
	Left Hand	X		
	Right Foot	X		
Left Foot	X			
Weight Lifted/Force Exerted	Up to 1/3 of shift	1/3 or more of shift		
	Up to 10 pounds			
	Up to 25 pounds			
	Up to 50 Pounds	X		
	Up to 100 pounds			
More than 100 pounds				
Body Fluid Exposure	No	Yes <u>XXX</u>		
Mental Demands	YES	YES		
	Attention Span	X	Memory	X
	Concentration	X	Patience	X
	Conceptualization	X	Problem Solving	X
Influence People	X	Relate to Others	X	
Working Environment	YES	YES		
	Indoor	X	Loud Noise	X
	Outdoor		Fumes	
	High Temperatures		Confined Areas	X
Low Temperatures		Radiation Area		

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature