

NORTHEAST MONTANA HEALTH SERVICES
JOB DESCRIPTION
CERTIFIED PHARMACY TECHNICIAN

NAME: _____

ACCOUNTABLE TO: **DIRECTOR OF RETAIL PHARMACY**

PURPOSE OF YOUR JOB POSITION

The primary purpose of your job position is to prepare and dispense medications and other pharmacy-related functions under the direction of the Pharmacist-in-Charge; in compliance with Tele-Pharmacy regulations and departmental policies and procedures.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

WORKING CONDITIONS

1. Is subject to frequent interruptions, but must maintain accuracy of work.
2. Is subject to sitting, standing, and lifting throughout the day.
3. May be subject to infectious diseases, waste, and odors, etc.
4. Must be able to communicate effectively with others.
5. Must function independently, have flexibility, and personal integrity.
6. Is willing to work beyond normal working hours as necessary.
7. Must have the ability to read and write legibly, follow written and oral directions.
8. Must be able to operate equipment used for the job.
9. Must be able to pay attention to the minute details of the job.
10. Must be able to make sound judgments in relation to responsibilities.

ESSENTIAL EDUCATIONAL REQUIREMENTS

1. High School education or equivalency.
2. Must be a Certified Pharmacy Technician in good standing.

ESSENTIAL JOB FUNCTIONS

1. Must possess the sense of sight and hearing or use prosthetic devices that will allow the senses to function adequately.
2. Must be able to lift a minimum of 20 pounds
3. Must be able to function independently, have flexibility, personal integrity, and the ability to work effectively with co-workers, physicians and outside agencies.
4. Must attend and participate in educational offerings to keep abreast of regulatory changes that affect your position.

MAJOR DUTIES AND RESPONSIBILITIES

1. Demonstrate use and ability in use of computer and applied software applications.
2. Receives written prescriptions or refills per telepharmacy regulation.
3. Fills medication orders under the direction of a Pharmacist per telepharmacy regulations.
4. Verifies that information is complete and accurate.
5. Maintains proper storage and security of pharmaceuticals.
6. Prepares solid and liquid dosage medications for dispensing accurately into bottles or unit dose packaging and complete appropriate paperwork.
7. Completes appropriate C2 paperwork for C2 narcotics and adheres to all state and federal regulations applying to such.
8. Receive and store incoming supplies and pharmaceuticals against invoices. Accurately stocks/restocks medications and OTC's into inventory. Medications placed in correct containers. Puts away drug orders within 2 hours of receipt or as workload dictates.
9. Inspects pharmaceuticals for out dated medication and disposes of such per established policy. Rotates inventory to ensure use before expiration date.

10. Utilizes the pharmacy software system to process correct labeling, third party billing, maintain inventory and assure accuracy of patient information. Enters medication orders into pharmacy computer system accurately and enters patient charges and credits accurately.
11. Is able to operate cash register to accept payments form customers. Is knowledgeable of point of sale software.
12. Assures proper inventory; orders all medications and OTC's.
13. Is courteous and prompt in answering department telephones and responding to the public.
14. Maintains logs, records and other required documentation accurately. Files documentation appropriately.
15. Cleans and maintains work area.
16. Assist Pharmacist in the daily operation of the Pharmacy.
17. Follows work procedures and suggest quality improvement measures to Pharmacist as appropriate.
18. Responsible for completing the mandatory continuing education and abiding by policies.
 - a. Attend all mandatory in-services as scheduled to include:
 - Hazcom/Blood borne Pathogens
 - CPR
 - Loss Control Program
 - Fire Safety
 - People Difference
 - General Orientation
 - Abide by all corporate Compliance
 - HIPAA
 - b. Attend all meetings scheduled by Pharmacist.
19. Any other job tasks as deemed necessary and appropriate by the Pharmacist.

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

Supervisor

Date

Employee

Date