

TITLE: Pharmacy Technician (Tier I, II, III)

JOB SUMMARY:

Following prescribed procedures, assists in processing physician medication orders to ensure medications are promptly, accurately, and safely delivered. Prepares various drugs, including IVs and chemotherapy solutions (Tier III only) and completes floor stock orders for delivery to the patient care areas. Maintains records related to drug use and charges.

PRIMARY JOB RESPONSIBILITIES AND DUTIES:

1. Accurately pre-packs and fills unit dose medications and bulk items for delivery to Pyxis in patient care areas. Pending, loading and locating medications in Pyxis will be part of daily workflow.
2. Accurately prepares IV admixtures and chemotherapy following aseptic technique under the supervision of a Pharmacist for delivery at the defined time (Tier III).
3. Accurately prepares STAT medication orders immediately and prioritizes all orders according to need.
4. Makes rounds of nursing stations to pick up/deliver meds at least hourly and as needed or as requested.
5. Accurately prepares floor stock orders and refills all kits.
6. Performs inspections of all pharmacy and all clinical areas where medications are stored and submits audit report to the appropriate individual.
7. Restocks work areas, helps with inventory control, and scans in and puts away the drug orders. Maintains a clean and organized work area.
8. Provides customer service to medical professionals.
9. Follows all policies and procedures to allow for effective and efficient patient care.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Work requires the level of knowledge normally acquired through completion of a high school education and previous experience. Tier II requires six (6) months previous Pharm Tech experience; Tier III requires six (6) months of IV and Chemo experience.
2. All tiers require current MA registration/licensure as a Pharmacy Technician or Intern.
3. Tier II and III: National certification as a Pharmacy Technician (PTCB) or licensure as a pharmacy intern is required. **NOTE:** Tier I Pharmacy Techs will be required to obtain PTCB certification within 6 months of hire date.

4. Work requires the analytical ability to gather and interpret data in situations where the information or problems are not overly difficult or complex.
5. Work requires the ability to use the pharmacy computer system to input and retrieve patient medication and demographic information and to order enter drug orders and retrieve information for statistical purposes.
6. Work requires the ability to deal with people at all levels and skills in various situations in a courteous and tactful manner.
7. Work requires prolonged standing, walking and consistent physical movement on routine basis.

WORKING CONDITIONS:

1. Requires working in a normal environment where there are relatively few physical discomforts due to dust, dirt, noise and the like.
2. Requires the ability to deal with stressful situations, multiple priorities, and external demands.
3. Will require working different shifts when needed.

REPORTING RELATIONSHIPS:

1. Reports directly to the Pharmacy Operations Manager. Receives daily guidance from the Lead Pharmacy Technician.
2. Has no responsibility for leading or supervising the work of other colleagues.

The above is intended to describe the principal responsibilities and outcomes, and the associated requirements, as well as the work environment. It is not intended as an exhaustive list of all aspects of the job.