

# Cordova Community Medical Center

## Job Description

### Pharmacy Technician

Job Title:	Pharmacy Technician	Status:	Full-Time
Supervisor:	Pharmacist	Pay Grade:	DOE
Department/Division:	Pharmacy	Classification:	Non-Exempt

### POSITION SUMMARY

Assists the Pharmacist in providing excellent pharmaceutical care to patients of CCMC and customers of the CCMC retail pharmacy. Under the supervision of the Pharmacist, performs a variety of technical duties related to the preparing and dispensing of drugs according to standard procedures and State and Federal Laws.

### ESSENTIAL RESPONSIBILITIES

- Helps health care providers and patients by greeting them in person and by phone; answering questions and requests; referring inquiries to the pharmacist.
- Maintains pharmacy inventory by checking pharmaceutical stock to determine inventory level; anticipating needed medications and supplies; placing and expediting orders; verifying receipt; removing outdated and recalled drugs.
- Helps maintain records of controlled substances as required by State and Federal regulations.
- Assists with all program requirements for the 340B drug pricing program.
- Under direct supervision by pharmacist, performs prescription order entry, documents patient information, submits to insurance for payment, and troubleshoots rejections.
- Retrieves medication, pours, counts, fills, and labels prescriptions for verification by the pharmacist.
- Operates point of sale system as a cashier, checking out patient prescriptions and OTC's.
- Maintains records by filing physicians' orders and prescriptions.
- Processes outdated and recalled medications.
- Maintains a safe and clean Pharmacy/Drug Room by complying with procedures, rules, and regulations.
- Protects patients and employees by adhering to infection-control policies and protocols.
- Accounts revenues by calculating, recording, and issuing charges.
- Prepares reports by collecting and summarizing information.
- Contributes to team effort by accomplishing related results as needed.
- Assist in developing Pharmacy/Drug Room policies and procedures.
- Reviews medication usage for patients and long term care residents, confirms and submits for billing as necessary.
- Accounts and confirms all receipts and disbursements of all medications.
- Is expected to respond to the hospital, if requested, to assist in the event of an emergency or if the hospital activates its emergency management plan.
- Perform other related duties as assigned

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

### QUALIFICATIONS

**EDUCATION:** Must possess, as a minimum a High School Diploma

**EXPERIENCE:** Experience in hospital and/or retail pharmacy preferred.

**PREFERRED:** A valid, current Certified Pharmacy Technician (CPhT) Certification from the Pharmacy Technician Certification Board, preferred

**REQUIREMENTS:** Must be able to read, write and speak the English language. Must possess the ability to make independent decisions when circumstances warrant such action. Must possess leadership and the willingness to work harmoniously with professional and non-professional personnel. Ability to plan, organizes, develop, implement, and interpret the programs, goals, objectives, policies, procedures. Maintaining care and use of supplies, equipment, etc. Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle patients based on whatever maturity level they are currently functioning at. Have the ability to be polite with personnel, residents, family members, visitors, government agencies, and the general public. Possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices. Must be able to move intermittently throughout the workday. Must be able to cope with the mental and emotional stress of the position. Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies. Must be able to work with ill, disabled, elderly, emotionally upset, and at times hostile people within the facility. Must be capable of fine, repetitive manipulations.

**ADDITIONAL REQUIREMENTS**

Upon date of Hire: Current Negative TB Test  
Ability to Pass a DHSS Criminal History Check and Drug Test  
Must be current on all immunizations

**EQUAL EMPLOYMENT OPPORTUNITY**

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

**ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION**

**Position: Pharmacy Technician**

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name