



Job Documentation

JOB TITLE: Pharmacy Technician Certified	JOB CODE: S281
DEPARTMENT: Pharmacy	STATUS: Non-Exempt
SUPERVISES: NA	ADDENDUMS: NA
REPORTS TO: Chief Nursing Officer	EFFECTIVE DATE: December 2020
	REVISED ON: March 2021

PRIMARY FUNCTIONS

The Pharmacy Technician, will monitor inventories, receive and store pharmaceutical products, perform routine audits, and maintain associated records and coordinates the 340B program.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

QUALIFICATIONS

Education and/or Experience

- High school Diploma or GED required
- 1-2yrs of experience as a pharmacy technician

Certificates, Licensure, Registrations

- Active registration, in good standing with the Nebraska Board of Pharmacy
- Certification for Pharmacy Technician
- Registered Pharmacy Technician in the State of Nebraska
- CCCH may assist in obtaining registration/certification for qualified candidates

GENERAL REQUIREMENTS

- Must be at least 18
- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines



- Possesses ability to make independent decisions and changes
- Demonstrates understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Participate in QA programs, as needed
- Practices Standard Precautions
- Ability to sit, stand, bends and lift as job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to perform other related duties as assigned

SIGNIFICANT DUTIES

- Performs inventory PAR levels and audits and purchasing supplies and medication
- Monitors/tracks outdated medications throughout facility
- Prepares and submits orders for medications from hospital vendors
- Assists in receiving items into stock and prepares invoices for accounts payable
- Participate in 340b program activities such as monitoring workflows and processes
- Complies with all 340b policies and updated software to stay in compliance
- Participate in P&T meetings as determined by pharmacist-in-charge
- Maintains all documentation and records in accordance to policy and regulation



Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely <i>(0-25% of day)</i>	Occasionally <i>(26-50% of day)</i>	Frequently <i>(51-75% of day)</i>	Continuously <i>(76-100% of day)</i>	
Lift: light weight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)			X			
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch				X		
Kneel		X				
Push				X		
Pull				X		
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read						X
Talk/verbal skills						X
Hear						X



Feel/tactile					X	
Concentrate in distracting environment					X	

SIGNATURES

This job description has been approved by all levels of management.

Manager Date

HR Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Date