

Job Title: Pharmacy Technician
Department: Retail Pharmacy
Classification: Non-Exempt
Reports to: 1. Pharmacy Manager/Pharmacist in Charge
2. VP of Operations

JOB SUMMARY

To assist the pharmacist in the preparation of prescription orders, place wholesaler orders for stock replacement, and fulfill other duties necessary for the management of the pharmacy under the direction and supervision of the pharmacist in charge/pharmacy manager.

ESSENTIAL FUNCTIONS

- Carry, stock, count, assemble and distribute containers of medicine around the pharmacy.
- Count and fill different forms of medicine in preparation for a pharmacist to verify and approve.
- Type, print, or generate labels from the computer.
- Maintain records which are related to the practice of pharmacy.
- Must be aware of the limits of pharmacy technician authority and understand that only the pharmacist may accept or transcribe oral or telephoned medication prescriptions.
- Must understand pharmacy law pertaining to technician duties requiring that a technician may not enter or be in the pharmacy if a licensed pharmacist is not also present, perform any act within the practice of pharmacy that involves discretion or independent professional judgment; or perform a duty until the technician has been trained and the duty has been specified in orientation or policy.
- Maintain pharmacy inventory by checking pharmaceutical stock to determine inventory level, anticipating needed medications and supplies, placing and expediting orders, verifying receipt and removing outdated drugs.
- Correctly measure drug doses using syringes or graduates.
- Accurately account for money transactions when opening, running, and closing the register.
- Answers phone call with a thorough understanding when to defer clinical questions to a pharmacist, including transcribing or transfers of prescriptions.

SPECIFIC JOB DEMANDS

- **Strength:** Light Work - Lifting, Carrying, Pushing, Pulling 20 Lbs. occasionally, frequently up to 10 Lbs., or negligible amount constantly. Can include walking and or standing frequently even though weight is negligible. Can include pushing and or pulling of arm and or leg controls.
- **Reaching:** Frequently - Extending hand(s) or arm(s) in any direction.
- **Handling:** Frequently - Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.
- **Fingering:** Frequently - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- **Talking:** Frequently - Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly in a polite manner.
- **Hearing:** Frequently - Perceiving the nature of sounds by ear.

- Near Acuity: Frequently - Clarity of vision at 20 inches or less.
- Accommodation: Frequently - Adjustment of lens of eye to bring an object into sharp focus. This factor is required when doing near point work at varying distances from the eye.
- Color Vision: Frequently - Ability to identify and distinguish colors.

MINIMUM EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Requires a high school education or equivalent.
- **Pharmacy Technician certification is REQUIRED.**
- Knowledge and ability to perform basic mathematics is required.
- Knowledge of medical terminology, hand hygiene, principles of drug distribution and good communication skills will also be required for retention.
- Familiarization with pharmacy stock and distribution procedures.
- Drug nomenclature.
- Dosage calculations.
- Commonly used drugs names.
- Uses of medications and the ability to read a prescription.
- Stroke education.

WORK ENVIRONMENT

The working conditions are a retail environment within a retail pharmacy.