Job Title: Pharmacy Tech II
Department: Pharmacy
Classification: Non-Exempt
Reports to:
1. Pharmacy Manager
2. Associate VP of Operations
3. CEO/President

Summary

To provide medication to inpatients per written physicians' orders under the supervision of a registered pharmacist.

Essential Functions

- Fill inpatient medication drawers
- Restock ADCs on nursing units
- Repack bulk & liquid medications into unit dose packaging
- Prepare sterile products
- Clean pharmacy counters, work surfaces in conjunction with housekeeping
- Computer data entry including, but not limited to:
  - Charges/credits
  - Reordering of stock and supplies from wholesaler and other suppliers
  - Coding of invoices to AP for payment
  - Medication audits
- Refill stock for:
  - OR
  - Anesthesia
  - Radiology
  - Rural Health Clinics
  - Potassium IV bags
  - Pharmacy & IV room restocking of supplies
- Pull outdated medications
- Return outdated medications for credit/disposal
- Perform monthly unit inspections
- Prepare retail pharmacy 340B Direct Replenishment order for delivery
- Perform other job-related duties as requested

Education/Experience

- High School Diploma or equivalent
- Graduate of an approved pharmacy technician program
- Basic knowledge of typing and bookkeeping
- Good knowledge of spelling and able to file alphabetically
- Experience in pharmacy is advantageous

Knowledge, Skills and Abilities

- **Required to maintain absolute confidentiality of patient care, patient accounts and hospital related matters.**
- **Required to abide by, and comply with, the provisions of the TAH Corporate Compliance Policy.**
- Required to utilize positive Guest Relations principles in all interactions with patients, families, peers, third party payers and all members of the healthcare team.
- Required to abide by, and comply with, established Departmental and TAH policies, procedures and standards.
- Required to establish and maintain abilities, knowledge and skills necessary to comply with and function within the scope of and remain up-to-date regarding current legislation, rules, regulations and standards regarding release of medical/patient information.
- Required to establish and maintain acceptable level of attendance.
- Required to perform the duties of the position in a safe and efficient manner.
- Required to assist in maintaining the cleanliness of the work areas.
- Ability to remain calm and perform effectively during critical/emergency situations and pending deadlines.
- Ability to adapt to a wide range of physical and emotional situations and to seek assistance in the application of procedures sufficient to overcome problems.
- Ability to adapt working times or methods and perform effectively in order to meet established, critical deadlines.

Work Environment

Job requires standing most of the day. Some lifting of case goods for refilling of stock. Deliver medication cart cassettes to floors after refilling and stat medications when requested.

Supervision

Must be supervised by a registered pharmacist at all times.