Pharmacy Technician
Job Description

Reports to:
Work Site Supervisor

Revised: 05/2012
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Pharm Tech Job Description
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General Purpose:
Under supervision of pharmacist/supervisor supports pharmacy services to patients and medical practitioners. Services including but not limited to assisting with oversight, monitoring, preparation, dispensing and proper documentation of patient medication therapy as well as providing drug information, patient information and oversight of information and dispensing systems. Assist with compliance with Federal, State and local laws and regulations as well as proper storage and documentation.

Essential Functions:
• Knowledge of medications and their indications, contraindications, dosing, side effects, and proper administration and knowledge of accepted medication resources and informational databases.
• Assist with reviewing medication orders for appropriateness and contacting the prescriber, as directed by pharmacist, for any medication related problems or order clarification.
• Assist with preparation, labeling and dispensing of medications and supplies in accordance with physicians’ prescriptions to patients.
• Assist with providing other drug and pharmaceutical information, as appropriate, to patients and/or medical practitioners on drug indications, contraindications, dosage, medications, interactions, and side effects.
• Assist with overseeing the acquisition and disbursement of drugs and medications to clinical sites and offices.
• Assist with establishing and maintaining methods and manner of storage and recordkeeping systems to provide for safekeeping of pharmaceuticals with particular attention to controlled substances.
• Assist with duties related to inventory control of medication and supplies.
• Assist with providing support, education and oversight for investigational medications for patients; provide information regarding their preparation, labeling and availability within the medication system; maintain appropriate and required records and documentation for investigational drugs.
• Follows established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental and/or infection control standards.
• Performs miscellaneous job-related duties as assigned.

Minimum Requirements:
• Education: Education in arithmetic that includes addition & subtraction; typically high school diploma or equivalent is required. Certificate and/or training from Pharmacy Technician program may be required or preferred.
• Licensing / Certification: A current unrestricted license or certificate to practice as a Pharmacy Technician in the state of assignment if required. Certification from Pharmacy Technician Certification Board (PTCB) or the Institute for the Certification of Pharmacy Technicians (ICPT) may be required or preferred.
• Training and experience: Unless otherwise indicated, one year of current experience within the last three years in a comparable job classification required.
• Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare Workers or Basic Cardiac Life Support (BCLS) certification for HealthCare workers.
• Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
• Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
• Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
• Ability to work effectively within role independently and with other team members.
• Ability to organize and complete work in a timely manner.
• Ability to read, write and effectively communicate in English.
• Ability to understand medical/surgical terminology.
• Health Requirements- In good health and able to work without restrictions as evidenced by Health Statement.
• Compliance with Supplemental Health Care’s pre-assignment and medical requirements including: current TB screen, or Chest X-ray and questionnaire if proof of positive TB screen; Measles/Mumps/Rubella immunizations or titers indicating immunity; Hepatitis B Information or Waiver; and any additional state or facility medical requirements.
• Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

The above statements reflect the general details necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

In the following paragraphs, Supplemental Health Care is referred to as the "Company". The Health Care Professional will receive or have access to information about the "Company's" customers, referral sources, Health Care Professionals and applicants, as well as information including, but not limited to customer lists, applicant lists, applicant resumes, information pertaining to customer business preferences, computer programs, financial data, contracts, statistics, manuals, files, techniques and procedures, all of which is the "Company's" confidential property and which shall be considered "Trade Secrets". The Health Care Professional agrees to keep all Trade Secrets in strictest confidence at all times and acknowledge that these belong to the "Company" or are related to its business. At no time during or after work status will the worker use or disclose to any person any Trade Secrets belonging to the "Company" or the "Company's" predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchisees, used or made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the "Company", the Health Care Professional will return to the "Company" all Trade Secrets and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist.

The Health Care Professional will receive or have access to information about patient/client medical records ("Patient Information"), all of which is confidential property. The Health Care Professional agrees to keep all Patient Information in strictest confidence at all times. At no time during or after work status will the Health Care Professional use or disclose to any person any Patient Information made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the "Company", the Health Care Professional will return all Patient Information and other materials or property in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination.

Furthermore, the Health Care Professional will read and abide with the policies outlined in the "Orientation Handbook for Health Care Professionals" and is responsible to comply with any revisions that are communicated. The "Orientation Handbook for Health Care Professionals" describes important information about Supplemental Health Care; the Health Care Professional should consult their representative regarding any questions not answered in the handbook.

Health Care Professionals will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor on behalf of the "Company". All duties and responsibilities contained in this job description are essential job functions.

This document does not alter the "at will" nature of the relationship between the "Company" and Health Care Professional.

Health Care Professional Acknowledgement:
I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the department change. I further agree to notify my immediate supervisor, if I am unable to complete any of my job duties in a timely manner.

______________________________
Signature

Name & Title  (please print)  Date

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