

General Position Information

Reports directly to (Title):	Pharmacy Supervisor
Matrix reports to (Title):	N/A
Direct Reports:	No
Created / Last Revised:	9/15/2006 / 10/1/2019
Job Code:	11035

Position Summary

The pharmacy technician II performs technical duties under direct supervision of attending pharmacist, involving compounding and dispensing of medications and maintaining the drug inventory and patient records.

Major Responsibilities:

- Procures and distributes medications orders per physician request, pharmacist request, or prearranged work assignment according to established policies, procedures, and protocols.
- Accurately prepackages medications following departmental procedures.
- Sterile products:
 - 1) Cleans, operates and maintains the laminar air flow and hoods and biological safety cabinet according to departmental procedures
 - 2) Assures routine cleaning of room and surfaces following departmental procedures
 - 3) Wears appropriate garb and washes hands according to departmental procedures
 - 4) Chemotherapy/hazardous drug preparation procedures are followed:
 - 5) Double gloves
 - 6) Pharmacist double check prior to preparation
 - 7) Follows spill procedures
 - 8) Primes tubing following departmental procedures
 - 9) Correctly uses delivery box according to departmental procedures
 - 10) Demonstrates aseptic technique and successfully passes testing for process validation (media fill test)
 - 11) Disposes of sharps and hazardous waste according to organizational procedures
 - 12) Prepares sterile products according to departmental procedures
 - 13) Preparation of chemotherapy/hazardous drugs
 - 14) Preparation of parenteral nutrition
 - 15) Preparation of small and large volume parenteral products.
 - 16) Preparation of sterile eye drops, irrigation solution and other sterile products
- Delivers medications and supplies to patient care and ancillary areas accurately per established schedule.
- Controlled substances are accurately dispensed with proper documentation. Counting discrepancies and suspected diversion is immediately brought to the attention of a pharmacist.
- Maintains adequate stock of medications and supplies according to established policies and procedures.
- Assists in ordering, receiving, unpacking, and storing pharmaceuticals and supplies in appropriate locations.
- Rotates stock to ensure use before expiration date. Identifies and replaces outdated and unusable drugs.
- Restocks pharmacy inventory.
- Disposal of unusable returned medications follows departmental procedures.
- Accurately replenishes floor stock medications:
 - a. Pyxis refill and floor stock requisitions
 - b. Pyxis stock-outs are responded to within one hour.
 - c. Emergency kits and crash carts
 - d. Surgical kits
- Contributes to the effective operation of the department.
- Picks up orders, requisitions, and medications for return from patient care areas when on delivery rounds.
- Enters charges and credits for patient medications accurately and in a timely manner to avoid any late corrections to the patient's account.
- Generates reports and labels as required.

• Organizes and prioritizes work assignments. Appropriately responds to emergency STAT, Now and routine requests
• Makes STAT deliveries to patient care areas when requested
• Answers the telephone within three rings, identifying themselves and the department. Directs calls to appropriate personnel
• Answers requests at the window. Promptly responds to the intercom system
• Keeps pharmacy areas and equipment clean, neat, and well organized
• Maintains logs, records, and other required documentation accurately. Files documentation in appropriate locations
• Demonstrates effective and appropriate oral and written communication.
• Participates in the quality improvement activities of the department
• Completes and documents all assigned medication storage inspections at least monthly. Identifies and replaces outdated and unusable medications. Informs pharmacist of any drug related problems and their resolution status.
• Collects data, conducts quality monitors and inspections, and maintains logs, records and other documentation as assigned.
• Assures patient medications have been checked and released by a pharmacist prior to dispensing or delivery
• Assesses and documents daily refrigerator and freezer temperatures as assigned
• Maintains competence required for current position
• Maintain state Pharmacy Technician Registration as applicable.
• Attends and participates in at least one staff meeting per month (full-time and PRN staff). Obtains prior approval when unable to attend
• Attends orientation, education and training programs. Review literature and other materials pertinent to the practice of pharmacy
• Completes all competencies/ skills assessments by established deadlines
• Stays current with pharmacy communications such as MOX, e-Mail, mailbox, bulletin boards and shift change report

Other

• Performs other duties as assigned.
• Practices and adheres to the “Code of Conduct” and “Mission and Value Statement.”

Education & Experience:	
• High school graduate or GED	Required
• 1 year of related Pharmacy Technician experience	Required
• 3 months sterile product compounding experience	Preferred

Licenses, Certifications, & Training:	
• State Board of Pharmacy Registration (if applicable for the state)	Required / Or
• State Pharmacy Intern Permit Registration	Required
• National Pharmacy Technician Certification (PTCB)	Preferred
• ASHP Sterile Preparation Institutional Training Certification or Similar	Preferred

Knowledge, Skills, Abilities, Behaviors:	
• Adaptability – Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.	Required
• Building Strategic Work Relationships – Developing and using collaborative relationships to facilitate the accomplishment of work goals.	Required
• Contributing to Team Success – Actively participating as a member of a team to move the team toward the completion of goals.	Required
• Customer Focus – Ensuring that the customer perspective is a driving force behinds business decisions and activities; crafting and implementing service practices that meet customers’ and own organization’s needs.	Required

- **Technical / Professional Knowledge and Skills** – Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping up with current developments and trends in areas of expertise. Required
- **Work Standards** – Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed. Required

Physical Demands

Activity: (Hours / Day)	Rarely (Up to 3 Hours)	Occasionally (3+ Hours)	Frequently (6+ Hours)	Routinely (8+ Hours)
Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Typing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work at elevated levels (work at higher levels, on the roof)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity: (Hours / Day)	Max Weight (In Pounds)	Rarely (Up to 3 Hours)	Occasionally (3+ Hours)	Frequently (6+ Hours)	Routinely (8+ Hours)
Lift / Carry	26-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push / Pull	26-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Conditions

Exposure To:	Rarely (>Monthly)	Occasionally (Monthly)	Frequently (Weekly)	Routinely (Daily)
Blood-borne pathogens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable disease	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust/fumes/plume	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme conditions, hot/cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gaseous Risk exposure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud noises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Potential electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic/caustic/chemicals/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X-ray/electromagnetic energy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Travel Required

- No Travel: The job does not require any travel.

Travel Required

- Occasional Travel: The job may require travel from time- to-time, but not on a regular basis.
- The job may require up to 25% travel.
- The job may require up to 50% travel.
- The job may require up to 75% travel.
- The job may require 76% or more travel.

Patient Care

- No Patient Care
- Patient Care
 - Neonates 1 – 30 days
 - Infants 30 days – 1yr.
 - Children 1 – 12 yrs.
 - Adolescents 13 – 17 yrs.
 - Adults 18 – 70 yrs.
 - Geriatrics 70+

My signature below acknowledges that I have read the above job description and agree that I can perform the responsibilities and meet the requirements. I also understand that this job description may change at any given time based on organizational or departmental needs.

Signoff & Acknowledgement

X