

REPORTS TO:	Director of Pharmacy
REVISED:	09/2023
	See current organizational chart for oversight/administrative support information

PRIMARY FUNCTION:

The Pharmacy Technician will advance exceptional care in the pharmacy department. The technician receives, sorts, manufactures, compounds, and processes a variety of drug and supply orders and assists in the maintenance of drug inventories and records of drug distribution by following established policies and procedures which affects the overall accuracy, reliability, and acceptability of Pharmaceutical Services in accordance with the philosophy, goals, and objectives of Clarinda Regional Health Center.

QUALIFICATIONS:

Education and/or Experience

- High school diploma or equivalent preferred
- Associates degree preferred

Certificates, Licensure, Registrations

- Pharmacy Technician certification (or willing to obtain)
- For job-specific certifications refer to the [Education Certification Requirements by Job Category: Clinical Staff](#)

Essential Job Duties and Responsibilities	
1.	<p>Procures, distributes, and enters patient information and medication orders per healthcare provider request, or prearranged work assignments according to established policies, procedures and protocols.</p> <ul style="list-style-type: none"> • Enters patient information into the pharmacy database. • Fills healthcare provider orders, surgical orders, medication carts, or stock requisitions accurately and in a timely manner. • Replenishes medications in emergency crash carts or floor stock areas accurately and in a timely manner. • Prepares intravenous admixture or other sterile preparations accurately and in a timely manner. • Delivers medications and supplies to patient care and ancillary areas accurately and in a timely manner. • Handles and prepares hazardous drug products and pharmacy RCRA waste.
2.	<p>Maintains adequate stock of medications and supplies according to established policies and procedures.</p>

Essential Job Duties and Responsibilities	
	<ul style="list-style-type: none"> • 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 • Identifies and replaces outdated and unusable drugs.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 medication in IV dispensing areas accurately within specified time periods. • Repackages bulk medications in unit dose packages accurately per established procedures.
3.	<p>Contributes to the effective operation of the department.</p> <ul style="list-style-type: none"> • Enters charges and credits for patient medications accurately and in a timely manner. • Maintains accurate NDC and compliance 340B records. • Generates reports and completes project work assignments accurately and in a timely manner. • Answers the telephone, identifying self and department. Directs calls to appropriate personnel. • Organizes and prioritizes work assignments. • Maintains logs, records, and other required documentation accurately. Files documentation in appropriate places. • Keeps pharmacy areas clean, neat, and well organized. Keeps pharmacy equipment clean and operating properly. • Maintains clean room to standards required for cleaning, documentation and stocking.
4.	<p>Performs and maintains documentation.</p> <ul style="list-style-type: none"> • Completes and documents all assigned medication storage area inspections as directed by procedure. Identifies and replaces outdated and unusable drugs and completes their proper disposition. • Collects data, conducts quality monitors, and completes documentation as assigned.
5.	<p>Promotes and ensures patient safety in performance of all responsibilities.</p> <ul style="list-style-type: none"> • Demonstrates proficient technical/clinical skills and operational knowledge of equipment. • Informs and involves Pharmacist regarding any issues in a timely and appropriate manner.
6.	<p>Participates in CRHC'S Quality program, committees, performance and quality improvement initiatives, and activities which support the facility and department operations.</p> <ul style="list-style-type: none"> • Demonstrates a commitment to the practices of Quality Improvement (QI). • Regularly attends Department huddles • Completes tasks as outlined on Department Huddle Board. • Takes information gathered and formulates it into a metric as appropriate.

	Essential Job Duties and Responsibilities
7.	Performs other duties as assigned.

ESSENTIAL Work Environment & Physical Requirements:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activity	Not Applicable	Occasionally (0-35% of day)	Frequent (36-66% of day)	Continuous (67-100% of day)
Sitting		X		
Standing				X
Walking			X	
Climbing	X			
Driving		X		
Lifting (floor to waist level)		35 lbs		
Lifting (waist level and above)		35 lbs		
Lifting (shoulder level and above)		35 lbs		
Carrying objects			X	
Push/pull		X		
Twisting		X		
Bending		X		
Reaching forward			X	
Reaching overhead		X		
Squat/kneel/crawl			X	
Wrist position deviation			X	
Pinching/fine motor activities			X	
Keyboard use/repetitive motion				X

Sensory Requirements	Not Applicable	Accurate 20/40	Very Accurate 20/20
Near Vision		X	
Far Vision		X	
Color Discrimination		X	
Depth Perception		X	
Hearing		X	

Environment Requirements <i>Occupational Exposure Risk Potential</i>	Not Anticipated	Reasonably Anticipated
Bloodborne Pathogens		X
Chemical		X
Airborne Communicable Disease		X
Extreme Temperatures	X	
Radiation	X	

Uneven Surfaces or Elevations	X	
Extreme Noise Levels	X	
Dust/Particulate Matter	X	
Other (List) Hazardous Medication		X

Shift Requirements	8 hrs/day	10 hrs/day	12 hrs/day	Other (varied)
Usual workday hours	x			
Regular, punctual attendance for assigned shifts	Yes			
Available to work overtime	Yes			

ESSENTIAL FUNCTION FORM



PHARMACY TECHNICIAN

REVIEWED 05/2024

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description and answer the following question. If you would like assistance with this process, please ask Human Resources.

Can you perform the essential functions of the position with or without reasonable accommodations?

YES

NO

Name (please print): _____

Signature: _____ Date: _____