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| REPORTS TO: | Director of Pharmacy |
| REVISED: | 04/2025 |
| | See current organizational chart for oversight/administrative support information |

PRIMARY FUNCTION:

Responsible for ***Advancing Exceptional Care*** by prioritizing Safety and Quality in every aspect of patient care. This role is committed to fulfilling essential duties that enhance patient outcomes, operational efficiency, and overall healthcare standards, ensuring all actions align with the philosophy, goals, and objectives of **Clarinda Regional Health Center (CRHC)**. By maintaining the highest level of care, this position supports CRHC's dedication to fostering a safe, compassionate, and high-quality healthcare environment for our patients and community.

QUALIFICATIONS:

Education and/or Experience

- High school diploma or equivalent required.
- Completion of an accredited pharmacy technician training program.
- Previous pharmacy experience preferred; required for higher-tier levels.

Certificates, Licensure, Registrations

- For job-specific certifications refer to the [Education Certification Requirements by Job Category: Pharmacy Technician](#)
- National Pharmacy Technician Certification (CPhT) required higher-tier levels.
- Iowa State licensure or registration as a pharmacy technician.

WORK SCHEDULE & SHIFT REQUIREMENTS:

The facility operates 24/7; however, work schedules may vary based on departmental needs to ensure the highest standard of patient care and operational efficiency. Flexibility will be expected.

- On-call availability as needed.
- Weekend and Holiday rotation as needed.
- Eligible for shift differentials where applicable.
- Position is classified as non-exempt and eligible for overtime in accordance with labor laws.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position involves a combination of physical activities necessary to perform essential job functions effectively. The employee should be able to:

- **Sit, stand, and walk** for varying lengths of time throughout the workday.
- **Lift, push, pull, or carry** light to moderate loads, with assistance available for heavier items.

- **Use fine motor skills**, including grasping, reaching, and handling equipment or materials as needed.
- **Perform routine movements**, such as typing, writing, or handling supplies.
- **Bend, stoop, kneel, or crouch** occasionally for job-related tasks.
- **See and hear** well enough to read documents, operate equipment, and communicate effectively.
- **Work in a dynamic environment**, adapting to occasional changes in pace or setting.

Reasonable accommodations will be considered to support individuals in performing essential job functions.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES

At CRHC, our core values—**Compassion, Advancing, Relationships, and Exceptional**—are at the heart of everything we do. These values drive our commitment to **Advancing Exceptional Care**, ensuring that we provide the highest quality care to our patients while supporting and empowering our team members. We believe in creating a compassionate environment where relationships are nurtured, collaboration is encouraged, and excellence is expected.

As a member of our team, you will embody these values in your daily work by:

- **Compassion:** Demonstrating empathy and kindness in every interaction, recognizing the unique needs of our patients and colleagues.
- **Advancing:** Embracing innovation, continuous learning, and striving for improvement in all aspects of patient care and team collaboration.
- **Relationships:** Building trust through open communication and teamwork, fostering a supportive atmosphere that prioritizes respect and understanding.
- **Exceptional:** Holding yourself to the highest standards, delivering superior care, and contributing to a culture of excellence that impacts both patients and colleagues.

PHARMACY TECHNICIAN

- Assists pharmacists in preparing, dispensing, and distributing medications.
- Accurately enters medication orders into the pharmacy system under supervision.
- Stocks and maintains pharmacy inventory, checking for expired medications.
- Prepares unit dose medications and restocks automated dispensing systems.
- Communicates effectively with pharmacy staff, nurses, and other healthcare professionals.
- Complies with hospital policies, safety protocols, and regulatory requirements.
- Supports daily pharmacy operations, including labeling and packaging medications.

Requirements for Pharmacy Technician:

- Entry-level role, no prior experience required.
- On-the-job training provided.
- Must obtain state Pharmacy Technician Certification within the required timeframe.

PHARMACY TECHNICIAN CERTIFIED 1

- Performs medication preparation, packaging, and labeling.
- Assists in medication reconciliation and documentation of medication histories.
- Maintains automated dispensing systems and troubleshoots issues.
- Participates in pharmacy quality improvement initiatives.
- Prepares and compounds sterile intravenous (IV) medications per USP guidelines.
- Assists with controlled substance inventory management and compliance.
- Trains Pharmacy Technicians.

Requirements for Pharmacy Technician Certified 1:

- Minimum of 1 year of pharmacy technician experience required.
- National Pharmacy Technician Certification (CPhT) required.
- Demonstrates proficiency in core pharmacy operations.
- Completion of additional training or certification in sterile compounding preferred.
- Must meet Coaching and Corrective Action Policy requirements

PHARMACY TECHNICIAN CERTIFIED 2

- Leads workflow management and pharmacy technician operations.
- Conducts audits for compliance with hospital and regulatory standards.
- Leads pharmacy process improvement projects and assists in policy updates.
- Provides education and training for pharmacy technicians and clinical staff.
- Assists in research and development of new pharmacy services or technology.

Requirements for Pharmacy Technician Certified 2:

- Minimum of 3 years of hospital pharmacy technician experience required.
- National Pharmacy Technician Certification (CPhT) required.
- Demonstrated expertise in sterile compounding, IV preparation, or automation.
- Leadership experience or advanced certification required.
- Must meet Coaching and Corrective Action Policy requirements

PHARMACY TECHNICIAN CERTIFIED 3 – 340B COMPLIANCE AUDITOR

- Performs all Certified #1 and Certified #2 responsibilities with leadership and autonomy.
- Serves as a 340B Compliance Auditor, ensuring adherence to 340B program regulations and compliance.
 - Conducts outpatient and contract pharmacy audits and documents findings.
 - Updates NDC numbers, hospital crosswalks, and reconciles invoices for accuracy.
 - Stays current on 340B regulatory requirements and reports changes.
 - Manages ESP reporting and maintains TPA filters and BUPP.
 - Identifies referral capture opportunities and coordinates with external providers.
- Coordinates operational issues with IT, Macro Helix, Amerisource Bergen, McKesson, CPSI support teams, and pharmacy leadership.

- Monitors data transmission and serves as a liaison for problem resolution with contract pharmacies.
- Oversees and expands the 340B program by identifying areas of improvement and missed opportunities.
 - Conducts 340B Oversight Committee meetings twice yearly.
 - Prepares for HRSA audits and submits required data.
 - Maintains policies and procedures related to 340B compliance.

REQUIREMENTS FOR PHARMACY TECHNICIAN CERTIFIED 3:

- Minimum of 3 years of hospital pharmacy technician experience required.
- National Pharmacy Technician Certification (CPhT) required.
- Demonstrated expertise in sterile compounding, IV preparation, or automation.
- Leadership experience or advanced certification preferred.
- Completion of 340B University Curriculum and Advanced 340B Operations Certificate by Apexus (or obtained within 6 months).
- Ability to perform as a 340B Compliance Auditor.
- Must meet Coaching and Corrective Action Policy requirements

Quality Program Participation

- Actively participates in CRHC's Quality Program, committees, performance improvement initiatives, and operational support activities.
- Demonstrates a commitment to Quality Improvement (QI) practices.
- Regularly attends Department huddles.
- Completes tasks as outlined on the Department Huddle Board.

Other Responsibilities

- Performs additional duties as assigned to support the strategic initiatives of CRHC.

ESSENTIAL FUNCTION FORM

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: _____