



GHR Job Description

Position: Pharmacy Technician

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications which may be required of the employee assigned to the position. Depending on the size of the facility the job duties may vary. Receipt of the job description does not imply nor create a promise of employment contract of any kind; my employment with the Company is at-will.

Position Summary

Pharmacy technicians help licensed pharmacists provide medication and other health care products to patients. Technicians usually perform routine tasks to help prepare prescribed medication for patients. Technicians refer any questions regarding prescriptions, drug information, or health matters to a pharmacist.

Position Responsibilities

Pharmacy Technicians perform duties based on the application of scientific pharmacy principles. Responsibilities of Pharmacy Technicians include (but are not limited to):

- Prepares prescriptions for dispensing by the pharmacist by retrieving, counting, pouring, weighing, and at times mixing medication
- Makes requisitions for drugs and supplies with professional guidance from the pharmacists
- Orders, receives, and maintains inventory of drugs and chemicals, and ensures their security
- Verifies that information on the prescription is complete and accurate
- Enters data in computer system, recording all the prescriptions, purchase orders, requisitions, and disbursements
- Prepares insurance claim forms
- Performs general clerical duties, such as answering phones, operating cash register, etc.
- Performs other position-related duties as assigned, depending on assignment setting

Additional Responsibilities for the Hospital Pharmacist

If a pharmacy technician is in a hospital setting or long-term setting, additional responsibilities may include, but are not limited to:

- Reads patient charts and prepares the appropriate medication
- Assembles prescription packets for patients
- Records administered medication in patient charts
- Prepares IV and chemotherapy products and other complex treatments, under the supervision of a registered pharmacist
- Delivers medication to patients, after pharmacist has checked it
- Retrieves pharmacy bins from the floor

Other Responsibilities

- Complete required orientation as directed by facility
- Follow facility and OSHA safety rules and procedures while on assignment
- Follow facility and GHR Unusual Occurrence Protocol
- Respect cultural and religious practices of patients (hospital/LTC settings)

- Uphold HIPAA regulations
- Punctual and dependent for assigned/confirmed shifts

Position Requirements

- Training and certification vary by State and setting
- Retail Pharmacy Technicians: minimum of one (1) year of experience in retail setting
- Hospital/LTC Pharmacy Technicians: minimum of one (1) year of experience in corresponding setting
- Federal-, State- and GHR-required credentials current and on file
- Cognitive skills as related to the position

Working Conditions

Pharmacy Technicians work in a variety of settings, including Retail, Long-Term Care and Hospitals. Many retail and hospital pharmacies are open for extended hours or around the clock, so pharmacy technicians may be required to work nights, weekends and holidays. Pharmacy Technicians spend most of their shift on their feet, but alternating between sitting and standing may be permitted, depending on assignment setting. Exposure to chemicals is possible. When working with sterile or dangerous pharmaceutical products, pharmacy technicians wear gloves, masks and other protective equipment.

Physical Demands

- Ability to lift twenty (20) pounds. Moving, lifting or carrying boxes.
- Ability to stand for extended periods
- Fine Motor Skills
- Visual acuity

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The overall physical demand rating for a job of the pharmacy technician falls within the light classification (exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently, and for a negligible amount of force constantly to move objects).

Physical demand requirements are in excess of those for Sedentary Work, even though the weight lifted may be only a negligible amount) according to the Dictionary of Occupational Titles.

*Physical demands as published by the US Department of Labor, 1991 in the Dictionary of Occupational Titles, 4th, Edition. You may contact GHR's Human Resources Department for a comprehensive list of physical demands.

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