

## Pharmacy Technician

### Role: 003CJ2 - Pharmacy Technician

#### **A Day in the Life:**

The essential functions of this role are as follows:

- Prepare and order medication according to physician orders and nursing staff requests.
- Receive written prescription or refill requests and verify that information is complete and accurate.
- Maintain proper storage and security conditions for drugs.
- Ensure medication security during delivery and restocking of medications on nursing units.
- Ensure efficient inventory management, including procurement and the processing of invoices.
- Perform monthly inspections of medication storage areas.
- Verify medication package contains the proper information.
- Perform electronic adjudication of prescriptions claims.
- Assist staff by answering simple questions, locating items, or referring them to the pharmacist for medication information.
- Workday attendance at assigned worksite(s) is an essential function of this position.

The job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

#### **What You'll Need for Success:**

You must meet the following requirements to be considered for employment:

- Must have a current Pharmacy Technician license issued by State of Indiana or be enrolled in a technician training program and possess a technician-in-training permit.
- Knowledge of state and federal law, guidelines, and regulations of pharmaceuticals.
- Ability to use and knowledge of the computerized pharmacy medication ordering system and the automated medication dispensing systems.
- Knowledge of medical terminology, medications, and dosage measurements.
- Ability to use various equipment including computers and pharmaceutical repackaging equipment.
- Ability to maintain records and responsibility for controlled substances.
- Ability to ensure inventory control of drugs and supplies.
- Able to perform essential functions with or without reasonable accommodation.

You must satisfy the following requirements to continue employment:

- Must maintain continuing education requirements for Pharmacist Technician License.

#### **Supervisory Responsibilities/Direct Reports:**

This role may be utilized in a supervisory capacity based on agency needs.

#### **Difficulty of Work:**

The work involves a variety of moderately complex tasks and procedures.

**Responsibility:**

The Pharmacy Technician is responsible for a variety of drug dispensing and record keeping functions performed in accordance with standardized procedures. This position works independently although all drugs are under supervision of a registered pharmacist. This position uses judgement in rotating, ordering, and maintaining appropriate stock levels.

**Personal Work Relationships:**

Contact with pharmacy staff, patients, and other hospital staff for the purpose of dispensing proper medication to patients. Patient confidentiality must be maintained. Respect and appropriate interactions with patients is required.

**Personal Work Relationships:**

This individual will be expected to partner with agency personnel and related stakeholders working towards completion of assigned functions. Exceptional customer service is provided to agency partners and/or the general public.

A high level of judgement and effective communication is required during times of contact with residents or incarcerated individuals.

**Physical Effort:**

Depending on the duties performed or environment setting, frequent walking, standing, climbing stairs or ladders, bending, stooping, pushing, pulling and/or similar movements may be involved.

This role requires legible handwriting to help partners in understanding written communication.

This role requires keen observational and hearing skills to stay alert for possible dangerous situations.

**Working Conditions:**

This role performs work in a state operated hospital facility.

There is potential for exposure to infectious diseases in this role.

This role may experience periods of high stress and/or pressure.

This role requires the appropriate use of Personal Protective Equipment (PPE) when necessary.

**Competencies**

- Delivering High Quality Work
- Demonstrating Initiative
- Driving for Results
- Displaying Technical Expertise

**Last Updated (By and Date)**

N.Mangain 10.4.2024 (Rewrite Complete 5.16.22)