

JOB DESCRIPTION

Job Classification: Pharmacy Technician

Reports to: Assistant Pharmacy Director

Supervises: None

Last reviewed: 11/22/2018

POSITION PURPOSE:

Under the direct supervision of a Pharmacist, the Pharmacy Technician dispenses medical prescriptions. This position will assist Pharmacist in retail establishment by performing all nonprofessional aspects in the department.

MINIMUM QUALIFICATIONS:

Education: High School Diploma or GED

Licensure/Certification: Current Washington State Pharmacy Technician license.

Experience: One year or more related experience preferred. Experience in clinic pharmacy setting preferred. Bilingual in English and Spanish helpful, but not required.

Equipment/Skills: Ability to make arithmetic calculations and skill in handling cash. Strong oral and written communication skills as well as excellent customer skills. Computer literate.

Physical demands: Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

Status Classification: Hourly- Non-Exempt

PRIMARY JOB RESPONSIBILITIES:

- A. Ensures confidentiality of all clients/patients information per Valley View Health Center policy and HIPAA guidelines.
- B. Prepares prescriptions for dispensing by the Pharmacist. Standards:
 - Accurately enter patient and prescription information, counts medication, labels bottles correctly.
- C. Enters and maintains prescription data using pharmacy computer system

- D. Collects money for prescriptions and accurately bills prescriptions to insurances. Also, balances pharmacy cash on a daily basis.
- E. Monitors drug inventory and removes or recommends removal of slow, unneeded, or outdated drugs from stock; prepares for return or disposal.
- F. Answer phones and triage questions when necessary.
- G. Complies with all federal, state, and local regulatory standards.
- H. Performs other related duties as assigned. Standards:
 - Follows guidelines established at time of assignment.
 - Accepts assignments willingly.
 - Prioritizes workload to ensure timely completion of assignment.
 - Asks appropriate clarifying questions relative to scope of assignment.

ACKNOWLEDGMENT:

I have read and understand the above Job Description, and agree with it.

Employee Signature

Date

Supervisor Signature

Date