



## POSITION DESCRIPTION Pharmacy Technician

**POSITION SUMMARY:**

The Pharmacy/IV technician will fill medication orders including IV admixtures, under supervision of a pharmacist. Others duties as assigned including but not limited to inventory, cart fill, receipt of wholesale drug orders and clerical duties.

**POSITION DESCRIPTION –PHARMACY TECHNICIAN**

**STANDARD**

**Environment of Care: Demonstrates knowledge and practice of:**

1. **Safety** - Department specific and hospital wide safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency codes
5. **Fire Safety** – Role/response in Code Red actual/drill
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

**Infection Control: Demonstrates knowledge and practice of:**

8. Department specific policies and procedures
9. Hospital-wide policies and procedures
10. Location/use of personal protective equipment
11. CDC Hand Washing Guidelines

**Performance Improvement: Demonstrates knowledge of:**

12. Hospital-wide approach to Performance Improvement
13. How department is involved in hospital-wide PI program

**Patient Rights: Demonstrates knowledge and practice of:**

14. Patient Rights and Responsibilities
15. Confidentiality Policy – HIPAA
16. Ethical Issue Resolution
17. Organizational Ethics Policy
18. Restraint Policy & procedure, alternatives to restraints

**Risk Management: Demonstrates knowledge and practice of:**

19. Occurrence Reporting
20. Identify and report a sentinel event
21. Sexual Abuse/Allegation Reporting
22. Root Cause Analysis/FEMA

**Certifications**

23. BLS/CPR card                      Exp date:
24. CPT Certification

**Patient Safety**

25. Non-punitive medical/healthcare reporting
26. National patient safety goals
  - Accuracy of patient identification using patient’s name and birth date
27. Medication safety in pharmacy
  - Look alike/sound alike medications
  - Safe storage and monitoring of use of narcotics

## STANDARD

- Safe storage of paralytic agents
  - No KCI stored outside of pharmacy
  - Double check system for IV admixtures
  - Stocking and quality control for automatic dispensing machines
28. Sentinel events alert
- Inpatient suicide
  - Infant abduction
  - High alert medications
  - Transferring medications to sterile field
  - Preventing needle sticks and sharps injuries
  - Medication errors related to dangerous abbreviations

### Department Core Competencies

29. Demonstrate awareness of responsibility and accountability for completion of assignments and delivery of safe, effective, appropriate medication care in a timely and accurate manner
30. Place items on order books as inventories are depleted. Record necessary items immediately.
31. Identify and document patient, family and significant other education needs in collaboration with other disciplines and Participates in on going education relevant to those needs.
32. Conduct inspection of drug storage areas outside of pharmacy. Maintain par levels. Checks expiration dates. Ensures proper storage of medication.
33. Work within scope of practice for pharmacy.
34. Cleans various areas of department as required.
35. Work with credit, insurance and billing departments and with patients to answer questions on charges. Obtains accurate information from patient medical record/MAR.
36. Aseptic technique procedures.
37. Familiar with Board of Pharmacy regulations including limitations
38. Crash cart refill procedures.
39. IV Admixture
- Accurate mixture
  - Accurate Labeling
  - Assembly of kits
  - Scheduling/rescheduling
  - Spills procedure
  - Sharps disposal
40. Medication cart refills
41. Medication delivery and pickup
42. Medication labeling
43. Medication loaning/borrowing procedures
44. Medication order entry/fill medications
45. Medication order verification by RPh before delivery
46. Medication restocking
47. Multidose vials – label/initials/date
48. Quality control records
49. Refrigerator temperature logs

### Age Specific Competencies

#### Knowledge

50. Knowledge of appropriate drug dosages for all age groups under direction of a pharmacist

#### Service Standards

51. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
52. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
53. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
54. Gives all customers their full attention and treats them with dignity, respect and understanding.
55. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
56. Safeguards patient confidentiality in all forms of communication.
57. Works effectively with others toward achieving common goals including morale and teamwork.
58. Interacts compassionately and in a timely manner with all customers.

**STANDARD**

**Equipment – Demonstrate Safe and Effective Use**

59. Laminar flow hoods

60. Computer

- Order entry
- Add/modify/delete drugs
- Run reports
- Tape backup
- Charging for medications

61. Printer – Laser

62. Copy Machine

**POSITION (MINIMUM) REQUIREMENT CHECKLIST**

Position Title: Pharmacy Technician

Department: Pharmacy

**EDUCATION**

- Less than high school
- High school or GED
- Vocational/Technical
- 2 year/Associate Degree
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification
- Knowledge of state, federal, JCAHO regulations
- Knowledge of specialty equipment tools: Laminar flow hood
- Other: Medical terminology

**EXPERIENCE**

- One year hospital experience
- IV admixture
- General pharmacy procedures
- 
- 
- 

**SKILLS**

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Department Specific:
- Management/Planning Skills

**PRE-PLACEMENT TESTING**

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

**AGE OF PATIENTS SERVED**  
(For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Ped. (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

**MENTAL AND EMOTIONAL REQUIREMENTS**

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

**HAZARDS**

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

**PHYSICAL REQUIREMENTS**  
(See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

*The minimum requirements of this position require the individual to:*

- Stand for 8 hour(s) per day
- Sit for 8 hour(s) per day
- Walk for 4 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

*Evaluate the requirements and activity percentage in time for this position based on the following:*

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 3 Bending
- 2 Crouching
- 2 Squatting
- 1 Crawling
- 2 Kneeling
- 2 Balancing
- 3 Pulling with force
- 3 Reaching above head
- 3 Reaching above shoulder
- 3 Twisting at waist
- 2 Push/pull (up to 75 lbs.)
- 2 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 2 Lift from waist level up
- 2 Lift above shoulders/head

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

### LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Use of vertical flow hood with safety glass down
2. Chemo safe facial mask
3. Chemo safe gown
4. Chemo safe gloves
5. Chemo safe spill kit

### LIST OTHER MINIMUM REQUIREMENTS:

#### OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

#### OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

#### COMPRESSED GAS USAGE

- Yes
- No

#### DEFINITIONS:

SEDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date