

Position Title: Pharmacy Technician I
Department: Pharmacy
Pay: Depends on experience

Job Summary:

Under the direct supervision of a pharmacist, assists in filling physician orders including IV order, floor stock, control drugs, and related activities.

Essential Job Functions:

The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below; and specific functions may change from time to time. Assists pharmacist in preparation of medication. Accurately fills medication orders received in the pharmacy within 30 minutes with no more than 1- 2 errors per week as observed by or reported to the pharmacist. Delivers medications to patient care areas and retrieves pharmacy related items at least hourly with no more than 2 complaints per week as observed by or reported to the pharmacist. Maintains the floor stock medication system by accurately restocking dispensing machines on each unit with no more than 1-2 errors or complaints per week. Charges and credits patient profiles for medications used or returned to the pharmacy. No more than 1-2 errors per week. Enters physicians orders on to the patient profile, admits and discharges patients with no more than 1-2 errors per week as observed by or reported to the pharmacist. Assists pharmacist in the ordering and maintaining of the pharmacy inventory with no more than 2-3 drug shortages per year. Checks received orders for errors and restocks shelves in a timely manner. Inspects assigned stock sections in the pharmacy and units outside of the pharmacy for out of date drugs and records on the logs for verification by a pharmacist with no exceptions per year. Assists in training new employees as assigned by a pharmacist. Attends required hospital and departmental programs with no exceptions. Participates in pharmacy performance improvement activities. Assists in charging, cleaning, and tracking of patient chargeable equipment. Demonstrates ability to identify and address the needs of different patient age groups and the ability to effectively communicate with these patients.

Education and formal training:

High school diploma preferably with courses in math (algebra) and chemistry. Must register with the North Carolina Board of Pharmacy.

Work Experience:

None.

Knowledge, skills, and abilities required:

Must have math, computer, and guest relation skills. Must be able to work in a diversified position with moderate level of independence with work monitored and checked by pharmacist.

Physical Requirements:

Stands and walks majority of shift. Good eye/hand coordination. Lifting up to 30 lbs. and stretching. Frequent stressful situations.