



# **Goodland Regional Medical Center**

## **Job Description**

<b>Job Title:</b>	Pharmacy Technician
<b>Classification:</b>	Non-Exempt/Hourly
<b>Reports To:</b>	Pharmacist
<b>Position Type:</b>	Part-Time
<b>Hours Worked/Shift:</b>	Monday - Friday
<b>Date Last Reviewed:</b>	November 11, 2022

**Summary:** Assists the pharmacist by packaging medications for oral, rectal, topical and injectable use; mixes IV admixture solutions as required using aseptic technique in the Laminar Air Flow Hood and Biological safety Cabinet; Charges medications, maintains perpetual inventory, and performs other relate duties; effectively communicates via phone, in-person, and in emails.

### **Essential Functions:**

1. Uses computerized punch time system correctly.
2. Attends all departmental and hospital in-services, as scheduled.
3. Assists the pharmacist in providing pharmaceutical services to patients, nurses, physicians, and other hospital personnel.
4. Aseptically prepares intravenous solutions and admixtures, which may include hazardous medications.
5. Demonstrates appropriate knowledge and skills in the handling of hazardous medications before, during, and after preparation.
6. Demonstrates appropriate use of PPE (personal protective equipment) as required for intravenous admixing and medication compounding.
7. Maintains perpetual inventory of all medications within the facility.
8. Maintains inventory of supplies and reorders them accordingly and considers budget when doing so.
9. Ensures outdated and recalled medications are removed from pharmacy and related patient care areas.
10. Performs quarterly departmental inspections of all areas of the facility including ER, surgery, physical therapy, radiology, lab, specialty clinic, and GFHC, and reports findings to Director of Pharmacy.
11. Assists pharmacist in filling prescriptions.
12. Verifies records of medications and supplies dispensed to patients or other departments, and then enters or adjusts appropriate charges for such items.
13. Prepares and maintains various selected reports.
14. Receives and stores incoming deliveries of medications and supplies.
15. Maintains the pharmaceutical services department in a clean and orderly manner.
16. Demonstrates ability to calculate figures and drip rates relating to dosage calculations in order to serve as a double-check for the pharmacist as needed.
17. Maintains pharmacy equipment as needed.
18. Considers impact on pharmacy budget purchasing products for the department.
19. Assists in training of nursing staff on automated dispensing cabinets and pharmacy computer system.
20. Assists in training of new pharmacy technicians hires as appropriate.
21. Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical errors.
22. Actively participates in department and organizational performance improvement and quality activities.
23. Performs other pharmacy-related duties as requested or required.

**Competencies:**

1. Excellent written and verbal communication skills.
2. Excellent organizational and time management skills.
3. Proficient in Microsoft Office Suite or similar software.

**Position Qualifications:**

*Minimum Education:* Minimum of a high school education or GED.

*Minimum Experience:* One-year pharmacy experience and/or training or graduate of certified training program/healthcare careers college.

**Certifications/Licensures:** *Registration with the state of Kansas is required.* If not complete prior to hiring, must be completed within 60 days. A minimum of 20 hours of CE is required every 2 years to maintain registration with the state of Kansas.

Completion of technician training specific to our facility carried out after hiring in the form of written tests and hands-on demonstration of skills as deemed by the Director of Pharmacy or Lead Pharmacy Technician.

**Working Environment:** Position is classified as "heavy lifting" in terms of responsibilities dealing with freight arrival, distribution, inventory control, and inventory access. Considerable bending, stooping, squatting, climbing, reaching above shoulder height, crouching, kneeling, balancing, pushing, pulling, etc. are required.

**Physical Demands: \*\***

<b>Stand:</b>	Frequently	<b>Lift/Carry:</b>		<b>Push/Pull:</b>	
<b>Walk:</b>	Frequently	0-10 pounds:	Frequently	10-25 pounds:	Frequently
<b>Sit:</b>	Frequently	10-20 pounds:	Frequently	25-50 pounds:	Occasionally
<b>Squat/Kneel:</b>	Occasionally	20-50 pounds:	Occasionally	50-100 pounds:	Occasionally
<b>Bend:</b>	Frequently	50-100 pounds:	Never	100+ pounds:	Never
		100+ pounds:	Never		

*\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency. However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of GRMC to release the individual under Kansas "Employment at Will" doctrine\*\**

**Professional Requirements:** Adheres to policies, procedures, and always maintains confidentiality. Attends annual in-services completes annual education in a timely manner. Represents GRMC in a positive, professional manner on the job, electronically and in the community. Complies with all hospital policies regarding ethical business practices; communicates the mission statement & core values of GRMC both on and off the job.

**Acknowledgement:**

I hereby acknowledge that I have received a copy of this position description and that I have both read and understand its contents. I hereby accept responsibility for fulfilling position expectations. I also acknowledge that the Administration or governing body of GRMC may modify the requirements of this job or eliminate it at any time, if deemed necessary. I acknowledge that this position description is representative of overall job requirements but not necessarily comprehensive in its description of all aspects of the job, and I agree that other duties not explicitly mentioned herein may nevertheless be reasonable job expectations on the part of Goodland Regional Medical Center.

**I have received, read, and understand this job description for my position at GRMC.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Signature: \_\_\_\_\_ Date: \_\_\_\_\_