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| C:\Users\AaronDouglas\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\ED3CFAEC.tmp  |  **Job Description**  |
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| **Date:**November 2020 |  | **Position:** Pharmacy Technician |
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| **Department:**PureView   | **Status:** Regular,**f**ull-time, non-exempt  | **Grade:** 5 |

**General Statement**

Under the supervision of the Pharmacy Director, this position compounds and dispenses medical prescriptions.

**Duties and Responsibilities**

* Takes pharmaceutical orders on refills only, either over the phone from health care providers or in person from patients
* Assists the pharmacists in delivering high quality pharmaceutical care as directed
* Accurately performs data entry of prescriptions
* Counts, labels, processes and organizes stock medications while maintaining inventory separation between 340B and non-340B
* Orders and checks in pharmaceuticals, including controlled substances (except CII substances)
* Assists with pharmacy inventory control
* Assists the registered pharmacist in filling prescriptions
* Checks out pharmaceutical purchases and assists patients in the clinic pharmacy
* Refers medication questions and problems to a registered pharmacist
* Maintains prescription records in electronic health system
* Prepackages unit dose drugs for internal distribution and maintains appropriate records under the supervision of a registered pharmacist
* Prepares compound parenteral solutions, irrigations and other sterile solutions under the supervision of a registered pharmacist
* Serves as a front-line person in the clinic pharmacy and responds to the general public’s questions and comments, except for drug therapy
* Performs Pharmacy transaction payment tracking and till reconciliation
* Maintains filing and organization in the clinic pharmacy
* Provides cleaning and general maintenance of the pharmacy
* Performs other duties as assigned

**Required Qualifications – Experience & Education**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

* High school diploma or equivalent
* Certified Pharmacy Technician National Certification and State of Montana Pharmacy Technician License Required
* Previous pharmacy experience required

**Knowledge Skills & Abilities**

* Knowledge of federal statutes and Montana Code Annotated
* PureView policies and procedures
* Clerical practices and procedures
* HIPAA requirements
* Electronic Health Records systems
* Business English, composition, spelling and grammar
* Pharmacy terminology and Sig Codes
* Pharmacy procedures, practices and methods
* Pharmacy health and safety regulations and policies
* Pharmacy quality assurance and quality improvement practices
* Ability to use common office machines
* Operate personal computers and related software
* Maintain pharmacy records according to prescribed standards
* Demonstrates an awareness for quality of care for patients
* File according to prescribed standards
* Communicate effectively orally and in writing
* Ability to multi-task
* Follow verbal and written instructions
* Communicate and coordinate regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities
* Establish effective working relationships with fellow employees, supervisors, community service organization representatives, clients and citizens

**Special Requirements**

Must be able to pass a criminal background check

**Physical Demands**

Duties are generally performed in a medical clinic environment where hazards and discomforts are controlled and modifiable. This position requires the ability to stand, bend at the waist, kneel, reach over the head, talk, hear, and see. Must be able to move or lift documents and materials weighing up to 30 pounds. Position requires frequent contact with clinic employees and clients, and occasional contact with community service agencies and citizens. Position requires the ability to deliver medications to residential locations within a 50-mile radius.

**Reporting Line**

This position reports to the following position: \_\_\_\_Pharmacy Director\_\_\_\_\_\_\_\_\_\_

Position has supervisory duties: No

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If Yes, list the position title:

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| **Position Title**  | FTE |
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**Required Signatures**

Immediate Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_