

Lutheran Services Carolinas Job Description

Job Title: Full Time Pharmacy Technician I
Supervisor (title): Pharmacy Manager
Department: Pharmacy
Approved by: B. Welch **Date:** 5/21/2014

Position Purpose/Summary:

The full-time/part-time Pharmacy Technician assists the Pharmacy Manager in the daily operation of the pharmacy, maintaining the highest standard of quality and service in compliance with all applicable laws and regulations as well as with corporate and pharmacy policies.

Essential Functions:

1. Assist in the data entry, labeling, packaging, and dispensing of medication orders (under supervision of a licensed pharmacist).
2. Assist in the control of inventory through purchasing, stocking, and returning goods.
3. Assist in maintaining records as required by the Board of Pharmacy, DEA, and other governing bodies of pharmacy.
4. Assist with billing to patients, facilities, third party payers, and maintaining appropriate records.
5. Facilitate good communication and working relationship with facilities and staff.
6. Assist in educating facility staff in regards to Pharmacy Policy and Procedures pertaining to everyday Pharmacy Operations.
7. Performs any and all assigned tasks with the utmost diligence and professionalism.
8. Inputting medication orders in the pharmacy computer system.
9. Perform monthly out of date checks on pharmacy inventory.
10. Assist with packaging of prescriptions and checking of med totes.
11. Other duties as assigned by the pharmacy manager

Supervisory Responsibilities, if any (*The scope of the person's authority, including the positions that report to the incumbent.*):

N/A

Qualifications (Minimum Job Requirements): *The requirements listed below are representative of the knowledge, skill, and/or ability required for the job:*

Education: H.S. diploma or equivalent.

Experience: Previous experience as a Pharmacy Technician; or in related medical profession that would provide some knowledge of medications and medication orders or prescriptions.

Specific skills/abilities: Excellent computer skills including the use of MS Word and MS Excel.

Specialized knowledge, licenses, etc: National Certification as a Pharmacy Technician. *(Either must currently have or must obtain certification through the Pharmacy Technician Certification Board (www.ptcb.org) within 180 days (6 months) of hire date as a condition of continued employment beyond the 180 days.)*

Preferences (Optional):

Experience in long term care pharmacy setting; and/or hospital pharmacy.

Working Conditions/Physical Requirements:

1. Ability to lift 50 pounds.
2. Free of Tuberculosis.
3. Unpredictable work schedule.
4. Exposure to chemicals and toxic substances.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.