

# Lutheran Services Carolinas

## Job Description

**Job Title:** Full-Time Pharmacy Technician II

**Supervisor (title):** Pharmacy Manager

**Department:** Pharmacy

**Approved by:** B. Welch 

**Date:** 11/19/2014

### 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 LSC and pharmacy policies.

### Essential Functions:

The full-time Pharmacy Technician II, in relation to the department and in accordance with applicable laws and regulations, LSC and pharmacy objectives, policies, and philosophies:

1. Assists in the data entry, labeling, packaging, and dispensing of medication orders (under supervision of a licensed pharmacist).
2. Assists in the control of inventory through purchasing, stocking, and returning goods.
3. Assists in maintaining records as required by the Board of Pharmacy, DEA, and other governing bodies of pharmacy.
4. Assists with billing to patients, facilities, third party payers, and maintaining appropriate records.
5. Facilitates good communication and working relationships with facilities and staff.
6. Assists 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. Enters medication orders in the pharmacy computer system.
9. Assists with packaging of prescriptions and checking of med totes.
10. Manages medication administration records for facilities that require them.
11. Handles insurance and billing issues.
12. Handles returned medications for credit or destruction.
13. Performs 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):**

Education: High school 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 Microsoft Word and Microsoft Excel. Excellent communication skills, both oral and written.

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](http://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.

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Employee Signature

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Date

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Supervisor Signature

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Date

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