

TOIYABE INDIAN HEALTH PROJECT, INC.

POSITION DESCRIPTION

POSITION: Certified Pharmacy Technician

SALARY RANGE: TSS 6/7

WORK STATION: BISHOP

SUPERVISOR: Staff Pharmacist

SUPERVISES: NONE

NON-EXEMPT: FULL TIME

POSITION SUMMARY: The Pharmacy Technician, under the close supervision of a licensed Pharmacist, assist with preparing and filling prescription medications and performs technical duties related to pharmaceutical care in an accurate and timely manner. Performs other administrative and customer service duties within the Pharmacy settings.

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Possess current California State Pharmacy Technician Certification.
3. One year work experience in a Pharmacy desired.
4. Pharmacy Inventory desired.
5. Must be bondable and have the ability to maintain strict confidentiality.
6. Must have hands-on computer experience in a work setting and type at least 45 wpm.
7. Must possess the ability to communicate clearly and effectively with staff and patients while maintaining a professional attitude and appearance.
8. Must be able to work independently, exercising good initiative and judgement.
9. Able to stand for long periods and comfortably lift at least 25lbs.
10. Valid CA driver's License and insurable with company insurance.
11. CPR certified or certified within three months of hire.
12. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs and socioeconomic needs of the Indian Country.
13. American Indian preference in accordance with Indian Preference Act

RESPONSIBILITIES: under the direct supervision of the Pharmacist, the Pharmacy Technician preforms the following:

1. Receives prescription orders and/or refill request and verifies prescription information is complete and accurate.
2. Counts, pours, measures, and weighs tablets and medications.
3. Prepares medications as directed for distribution to the patient including selection or container, filling of prescription, affixing labels to the containers, packages and repacking.
4. Loading of medications at the Pharmacy Dispensing Robot.
5. Assist with maintain inventory of medications and supplies used to the Pharmacy.
6. Basic cleaning of workplace and general Pharmacy area (housekeeping not allowed in Pharmacy unescorted)
7. Assist with third party (insurance) billing for pharmaceuticals on a regular basis.
8. Provide customer service to the patients of Toiyabe referring them to the Pharmacist for medication information and education.
9. Maintain patient's files, including lists of medications taken by individual patients.
10. Preform other job-related duties as assigned.

Reviewed: Employee _____ Date _____

Supervisor _____ Date _____