**Certified Pharmacy Technician**

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| *Program:* | **Pharmacy** |  | *Salary:* |  **$42,508 – 57,254**  |
| *Supervisor:* | **Pharmacist In Charge** |  | *Salary Range:* |  **7**  |
| *FLSA Status:* | [ ]  Exempt [x]  Non-Exempt  |  | *Position Type:* |  Regular Full-Time |

TIHP Board Approved: 3/04/2022

**POSITION DESCRIPTION**

The Pharmacy Technician, under the close supervision of a licensed Pharmacist, assists 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 Pharmacy.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

* Receives prescription orders and/or refill request and verifies prescription information is complete and accurate.
* Counts, pours, measures, and weighs tablets and medications.
* Prepares medications as directed for distribution to the patient, including selection of container, filling of prescription, affixing labels to the containers, packages and repacking.
* Loading of medications into Pharmacy Dispensing Robot as well as removal of filled prescriptions.
* Assists with maintaining inventory of medications and supplies used in Pharmacy.
* Basic cleaning of workplace and general Pharmacy area (housekeeping not allowed in Pharmacy unescorted).
* Assists with third party (insurance) billing for pharmaceuticals on a regular basis.
* Provides customer service to the patients of Toiyabe and referring them to the Pharmacist for medication information and education when appropriate.
* Maintain patients’ files, including lists of medications taken by individual patients.
* Perform other job-related duties as assigned.

**REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

* High School Diploma or equivalent.
* Possess current California State Pharmacy Technician License.
* One (1) year work experience in a pharmacy desired.
* Must be bondable and have the ability to maintain strict confidentiality.
* Must have hands-on computer experience in a work setting and type at least 45 wpm.
* Must possess the ability to communicate clearly and effectively with staff and patients while maintaining a professional attitude and appearance.
* Must be able to work independently, exercising good initiative and judgment.
* Able to stand for long periods of time.
* Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
* Cardiopulmonary resuscitation (CPR) certified or obtain within three months of hire.

**PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

* Pharmacy inventory experience.
* Bi-Lingual/Spanish Speaking

**ALL TIHP EMPLOYEES ARE EXPECTED TO:**

* Provide the highest possible level of service to clients.
* Promote teamwork and cooperative effort among employees.
* Abide by all immunization and infection control policies.
* Maintain safe practices.
* Abide by the current and future TIHP Policies and Procedures, as they may from time to time be updated.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 20% of time is spent working at a desk. Balance of time (approximately 80%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Vision: Ability to view medication markings, medical records, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing up to 60 pounds. Stooping / Kneeling: Ability to provide patient care, access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard pharmacy instruments and equipment. Office equipment including, but not limited to computer, telephone, calculator, copiers, and fax. Work is performed in a pharmacy/medical office/clinic environment, with continuous contact with other staff and the public.

**EMPLOYMENT INFORMATION**

**INDIAN PREFERENCE**: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. ~~Other than~~ Toiyabe Indian Health Project, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**EQUAL OPPORTUNITY EMPLOYER:** TIHP does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** TIHP is committed to maintaining a drug free and alcohol free workplace. TIHP believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of TIHP.

**HIPAA Health Insurance Portability and Accountability:** This act was enacted to deal with these main areas with regard to patient information. Uses and Disclosures for Treatment, Payment, and Health Care Operations (45 CFR 164.506) are also covered under this act. HIPAA

* + Security of Private Health Information
	+ Standards of Electronic Transactions
	+ Privacy of individually identifiable health information
	+ Ready access to treatment and efficient payment for health care, both of which require use and disclosure of protected health information, are essential to the effective operation of the health care system. In addition, certain health care operations—such as administrative, financial, legal, and quality improvement activities—conducted by or for health care providers and health plans, are essential to support treatment and payment.

**DRIVING RECORD:** Employees must have a valid Driver License and be insurable under THIP’s vehicle insurance program.

**BACKGROUND CHECKS:** All employees must be able to pass a background check per Toiyabe's Background Check Policy.

***Toiyabe Indian Health Project is an At-Will Employer. Either the employee or TIHP can terminate the employment at will, without advance notice, at any time, with or without cause.***

**EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT**

I have received a copy of this approved position description. The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Board of Directors reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: Date:

Supervisor Signature: Date:

HR Representative Signature: Date:

***This acknowledgment will be placed in the employee’s personnel file and copy given to employee.***