



JOB DESCRIPTION

Position Title:	Certified Pharmacy Technician CPhT
Department Name:	Pharmacy
Reports To:	Pharmacy Manager

Purpose of Job

The Pharmacy Technician, under the direct supervision of a registered pharmacist, prepares, packages, and distributes medications; enters prescription orders into the PioneerRx pharmacy computer system, performs clerical duties related to the operation of a pharmacy; and performs other related duties as required.

Responsibilities (major functions and accountabilities)

1. Enters patient medication orders in the PioneerRx computer system.
2. Provides routine information to patients regarding prescriptions, refills, and procedural questions as directed by the pharmacist.
3. Answers telephone calls and assists with non-clinical requests from patients and physicians.
4. Assists the pharmacist in dispensing medications by gathering medications from stock, scanning the medications at computer stations for accuracy, counting and placing the medication into a container, and affixing the label and all pertinent auxiliary labels to the container.
5. Assists the Inventory Manager with monitoring inventory for expired medications and participates in the disposal of these medications.
6. Enters allergy information into the patient's profile.
7. Assists other pharmacy technicians and other support staff as needed.
8. Applies customer service skills in the workplace.
9. Maintains the pharmacy in a clean and orderly condition.
10. Must comply with all HIPAA and safety policies, procedures, and regulations
11. Performs other duties as assigned.

Qualifications (list the minimum education, formal training, skills and experience required)

1. High school diploma.
2. CPhT certification required.
3. Previous experience as a pharmacy technician.
4. Licensure with the S. C. Board of Pharmacy as Pharmacy Technician.
5. Ability to understand and follow specific instructions and procedures.
6. Knowledge of procedures and standards for the labeling and dispensing of prescription drugs.
7. Knowledge and understanding of medical terminology.
8. Knowledge of local, state and federal laws and regulations pertaining to pharmacy profession.
9. Skill in the use of computers and related software applications.
10. Knowledge of medication brand and generic names.
11. Strong communication and interpersonal skills
12. Ability to work well with fellow employees.

Working Conditions and Physical Effort

Building meets required ADA standards and we will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the job.

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.

- While performing the duties of this job, the employee must have:
 - The ability to sit, stand, walk, bend, stoop and use hands and fingers to operate a computer keyboard, mouse, and telephone to talk and hear.
 - The ability to frequently sit and reach with hands and arms.
 - The ability to stand and/or walk for more than four (4) hours per day.
 - The ability to occasionally lift and/or move up to 50 pounds.
- Must be able to utilize office equipment such as desktop/laptop computers, copiers, printers, scanners, telephones and calculators.

Work Environment: Work is performed in an operational office environment.

Position Type: This is a full-time position. Typical days and hours of work are Monday through Friday, 8:30 am to 5:00 pm.

Employee Signature

Date

Supervisor Signature

Date