

TITLE: PHARMACY TECHNICIAN I
CLASSIFICATION: NON-EXEMPT
RESPONSIBLE TO: PHARMACY SUPERVISOR
LIFTING REQUIREMENTS: 10 TO 20 POUNDS

GENERAL DESCRIPTION

The Pharmacy Technician I (Tech I) may perform only non-judgmental technician duties associated with the preparation and distribution of prescription drugs as described by the Texas State Board of Pharmacy. Tech I shall work under the direct supervision of a licensed pharmacist. Will be assigned to all workstations, including back up for T1, ECS order entry when needed.

RESPONSIBILITIES

1. Initiating and receiving refill authorization requests.
2. Entering prescription data into a data processing system.
3. Helping or filling in at the T1 workstation, reviewing and entering orders from ECS, whenever needed or requested.
4. Taking a stock bottle from the shelf for a prescription, and scanning the barcode to verify accurate drug and strength.
5. Preparing and packaging prescription drug orders (i.e., counting tablets/capsules, measuring liquids and placing them in the prescription container).
6. Affixing prescription and auxiliary labels to the container provided Tech I:
 - a. Has completed the education and training requirements
 - b. Is registered as a pharmacy technician within the provisions (relating to registration requirements).
7. Scanning out prescriptions for pick up and signature capture, S1 workstation.
8. Reconstituting medication.
9. Prepackaging and labeling prepackaged drugs.
10. Loading bulk unlabeled drugs into automated drug dispensing systems.
 - a. Loading bulk unlabeled drugs into an automated drug dispensing system provided a pharmacist supervises, verifies that the system was properly loaded prior to use, and affixes his or her signature or electronic signature to the appropriate quality control records.
11. Help maintain evening order list, keep shelves clean and orderly.
12. Monitor for expired medication.
13. Bulk compounding.
14. Maintaining pharmacy records;
15. Maintaining inventories of drug supplies;
16. Pharmacist may require pharmacy technician to perform additional duties related to prescription process, which are not mentioned with the above duties.

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MINIMUM QUALIFICATIONS

I. EDUCATION/EXPERIENCE

- A. High School Diploma
- B. Current PTCB Certificate
- C. Current TXBP Pharmacy Technician Registration Certificate
- D. 1 year pharmacy experience as CPhT

II. KNOWLEDGE/SKILLS/ABILITIES

- A. Ability to work collectively and communicate effectively.
- B. Able to work as a team player in a team environment.
- B. Manage stress appropriately
- C. Handle multiple priorities
- D. Knowledge of computer, Pharmacy Equipment

BIENVIVIR SENIOR HEALTH SERVICES reserves the right to change job description and work hours as required by the program.

EMPLOYEE STATUS: Full Time ____ Part Time ____

EMPLOYEE NAME(PRINT): _____

EMPLOYEE SIGNATURE: _____

DATE: _____