

**CENTRAL MONTANA MEDICAL CENTER  
POSITION DESCRIPTION**

<b>Position Title</b>	<b>Certified Pharmacy Technician</b>	<b>Grade</b>	
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<b>Department</b>	Pharmacy	<b>Exempt</b>	
<b>Immediate Supervisor</b>	Staff Pharmacists	<b>Non-exempt</b>	<b>X</b>
<b>Supervisor next in line</b>	Pharmacy Director	<b>Workweek</b>	<b>40</b>

**POSITION SUMMARY**

Works under the direct supervision of the pharmacist, filling orders, prepackaging pharmaceuticals, maintaining inventory, performing clerical duties, and assisting in sterile compounding procedures after additional training.

**Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:**

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

**Minimum Education, Experience, Licensure, Certification required:**

**High school diploma or equivalent  
Pharmacy Technician Certification**

**ESSENTIAL FUNCTIONS/DUTIES:**

(Must be able to perform with or without accommodation)

- 1 Counts, packages, and labels unit dose, pre-packs, and prescriptions for pharmacist review
- 2 Assist pharmacist to fill automated drug cabinets
- 3 Assists with IV preparation and delivery
- 4 Replaces, maintains and bills floor stock meds
- 5 Processes drug wholesale and direct orders
- 6 Makes deliveries to patient areas and ancillary areas
- 7 Maintains department records, reports, and billing as required
- 8 Maintains department supplies and completes ordering practices
- 9 Participates in inventory control
- 10 Completes other duties as assigned

**Knowledge, Skills, Abilities:**

**Willingness** to attend inservice programs and ask questions to maintain and improve knowledge level.

**Ability** to adapt to fluctuations in workload and perform in emergency situations.

**Ability** to read, write, perform basic mathematical calculations, follow written and oral directions.

**Judgement** to seek guidance and direction for performance of duties and ability to recognize, establish and respond to priorities.

**Communication** skills to effectively relate to co-workers, customers and general public.

**Willingness** to assume additional duties when requested to offer assistance.

**OCCUPATIONAL EXPOSURE** for this position:

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	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
X	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE** for this position:

	<b>Radiation</b>	
X	<b>Noise</b>	Working under laminar flow hood
X	<b>Other (Specify)</b>	Working around cytotoxic or hazardous agents

**PHYSICAL DEMANDS:**  
(Essential functions strength rating for position - see Job Analysis)

	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
X	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

Employee's Signature	Supervisor's Signature	Date