

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Pharmacy Technician (non-certified)	Grade	
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Department	Pharmacy	Exempt	
Immediate Supervisor	Staff Pharmacists	Non-exempt	X
Supervisor next in line	Pharmacy Director	Workweek	40

POSITION SUMMARY

Works under the direct supervision of the pharmacist, filling orders, prepackaging pharmaceuticals, maintaining inventory and performing clerical duties.

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

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 and exchange unit dose carts
- 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 supplies of bottles, syringes, labels
- 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 work load, 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 co-workers, customers and general public.

Willingness to assume additional duties when requested to offer assistance.

OCCUPATIONAL EXPOSURE for this position:

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
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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:

	Radiation	
X	Noise	Working under laminar flow hood
X	Other (Specify)	Working around cytotoxic agents

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

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