

**Job Title:** Pharmacy Tech I  
**Department:** Pharmacy  
**Classification:** Non-Exempt  
**Reports to:** 1. Pharmacy Manager  
2. VP of Operations  
3. CEO/President

### **Summary**

To provide medication to inpatients per written physicians orders under the supervision of a registered pharmacist.

### **Essential Functions**

- Fill inpatient medication drawers
- Restock ADCs on nursing units
- Repack bulk & liquid medications into unit dose packaging
- Prepare sterile products
- Clean pharmacy counters, work surfaces in conjunction with housekeeping
- Computer data entry including, but not limited to:
  - Charges/credits
  - Reordering of stock and supplies from wholesaler and other suppliers
  - Medication audits
  - Bar code scan all medications received
- Refill stock for:
  - OR
  - Anesthesia
  - Radiology
  - Rural Health Clinics
  - Potassium IV bags
- Pull outdated medications
- Return outdated medications for credit/disposal
- Perform monthly unit inspections
- Perform other job related duties as requested

### **Education/Experience**

- High School Diploma or equivalent
- Basic knowledge of typing, bookkeeping and medical technology is required
- Prior pharmacy experience is preferred
- Must have good knowledge of spelling

### **Knowledge, Skills and Abilities**

- **Required to maintain absolute confidentiality of patient care, patient accounts and hospital related matters.**
- **Required to abide by, and comply with, the provisions of the TAH Corporate Compliance Policy.**
- Required to utilize positive Guest Relations principles in all interactions with patients, families, peers, third party payers and all members of the healthcare team.
- Required to abide by, and comply with, established Departmental and TAH policies, procedures and standards.
- Required to establish and maintain abilities, knowledge and skills necessary to comply with and function within the scope of and remain up-to-date regarding current legislation, rules, regulations and standards regarding release of medical/patient information.
- Required to establish and maintain acceptable level of attendance.
- Required to perform the duties of the position in a safe and efficient manner.
- Required to assist in maintaining the cleanliness of the work areas.
- Ability to remain calm and perform effectively during critical/emergency situations and pending deadlines.
- Ability to adapt to a wide range of physical and emotional situations and to seek assistance in the application of procedures sufficient to overcome problems.
- Ability to adapt working times or methods and perform effectively in order to meet established, critical deadlines.

### **Work Environment**

Job requires standing most of the day. Some lifting of case goods for refilling of stock. Deliver medication cart cassettes to floors after refilling and stat medications when requested.

### **Supervision**

Must be supervised by a registered pharmacist at all times.