

# Job Specification: Pharmacy Technician



## Purpose of the Position:

Assist licensed pharmacists with providing medications and other healthcare products to patients; usually perform routine tasks to help prepare prescribed medication for patients, such as counting tablets, entering in prescriptions into the client’s pharmacy software system, answering telephone calls and labeling bottles.

## Requirements:

- On the job training or formal education program through hospitals, vocational, technical, retail pharmacy training program, or community colleges.
- Current active and unrestricted technician license, if required by State.
- Current certifications through The Pharmacy Technician Certification Board, if applicable

## Workplace conditions:

- Frequent lifting, bending and reaching.
- May require lifting of up to 80 pounds (using proper techniques)
- May require standing and walking 2-5 hours at a time
- May have exposure to chemicals, radiation, infectious diseases/waste and/or blood and blood borne pathogens

Traveler Competencies	Description
Communication, Confidentiality, Customer Service	Thorough and complete verbal and written communication, ensuring patient confidentiality in all cases, shows strong customer service skills, strong listening skills and conflict resolution abilities.
Adaptability, Flexibility	Shows consistent abilities in flexibility regarding work assignments, and related staffing issues, is able to adapt quickly and adequately in new situations, learns and adopts client’s policy and procedure quickly and easily, displays positive attitude in situations where adaptability and flexibility are necessary and desirable.
Teamwork, Cooperation	Recognizes the benefits of teamwork, assists others when requested or need is identified, is proactive in determining need for teamwork and work re-distribution, uses critical thinking strategies to problem solve in situations in which working with others is imperative.
Reliability, Attendance	Consistently arrives on shift prior to shift begin time ready and able to work, respects client’s policy on attendance and follows it appropriately when necessary, shows respect for other staff on the unit by consistently working when scheduled.
Initiative, Enthusiasm	Promotes a positive work environment by consistently demonstrating a positive attitude, enthusiastically tackling the work assignment, acting as a role model in behavior and enthusiasm for work assignments. Shows positive and congenial behaviors towards patients, other staff members, family members, and contributes to a positive attitude about patient care in general.
Quality, Quantity, Effort	Attends to assignments in accordance with client’s policy and procedure consistently and does not provide care out of the scope of practice. Demonstrates efficiency in assignments so as to produce quality and quantity patient care with the most efficient effort, while not cutting corners. Able to prioritize effectively. Demonstrates clinical competency as it relates to the hospital and unit specific competencies.
Professionalism, Licensure Maintenance, Continuing Education	Maintains license or certifications according to state, seeks out continuing education opportunities, shows professional conduct at all times in behavior and appearance, keeps current all employee health information as required by Company.

I have reviewed and received a copy of this job description.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_