



Bond Community Health Center, Inc.

JOB DESCRIPTION

Title: Registered Pharmacy Technician **Classification:** Non- Exempt

Department: Pharmacy

Reports to: Pharmacy Director

Coordinates With: Pharmacists

POSITION SUMMARY: Detail, accuracy and client relation skills are key traits of pharmacy technicians. It is the job of the pharmacy technician to assist the pharmacist in efficiently operating the pharmacy. Job duties may include setting up and maintaining patient records, handling insurance claims and handling supplies. Pharmacy technicians must be meticulous to avoid possible dangers and ensure safety. They must also be able to communicate accurately with third-parties while handling insurance matters. Pharmacy technicians may also, at the discretion and direction of the pharmacy director, handle inventory to ensure that the pharmacy is stocked with the appropriate amount of medications and supplies.

MINIMUM QUALIFICATIONS:

- Florida Pharmacy License
- Communication skills: ability to communicate with medical professionals as well as patients in both verbal and written forms
- Computer skills including pharmacy-based software programs
- Language skills: ability to read and comprehend medical jargon, including prescriptions and progress notes
- Math skills: ability to perform basic pharmaceutical calculations, including quantity, volume, percentages
- Proven understanding of performing confidential work under HIPPA standards
- Ability to work independently with minimal supervision
- Ability to work in a team environment while optimally functioning in a continually changing work environment
- Physical demands: ability to stand for extended periods; perform functions requiring hand and finger dexterity, close vision and depth perception; reach and extend arms and hands; occasionally lift up to 25 pounds.
- Must be able to efficiently and accurately handle instructions.
- No record of Substance Abuse or Criminal Record.

DUTIES: Registered pharmacy technicians may assist the pharmacist in performing

the following tasks

1. Comply with Florida Board of Pharmacy and rules and regulations
2. Retrieve prescription files, patient files and profiles and other such records pertaining to the practice of pharmacy
3. Data entry
4. Label preparation, price and fill prescriptions
5. Count, weigh, measure, pour and compound prescription medication or stock legend drugs and controlled substances, including the filling of unit dose and automated medication system
6. Initiate communication to a prescribing practitioner or their medical staff (or agents) regarding patient prescription refill authorization requests. Prescription refill means the dispensing of medications pursuant to a prescriber's authorization provided on the original prescription
7. Insurance claims
8. Inventory stock medication and over the counter medications and supplies and act as cashier
9. Initiate communication to confirm the patient's name, medication, strength, quantity, directions and date of last refill
10. Initiate communication to a prescribing practitioner or the medical (or agent) to obtain clarification on missing or illegible dates, prescriber name, brand/generic preference, quantity, DEA registration number or license numbers
11. May accept authorization for a prescription renewal. Prescription renewal means the dispensing of medication pursuant to a practitioner's authorization to fill an existing prescription that has no refill remaining

Registered pharmacy technicians shall not:

1. Receive new verbal prescriptions or any change in the medication, strength or directions
2. Interpret a prescription or medication order for therapeutic acceptability and appropriateness
3. Conduct a final verification of dosage and directions
4. Engage in prospective drug review
5. Provide patient counseling
6. Monitor prescription usage
7. Override clinical alerts without first notifying the pharmacist

OTHER RESPONSIBILITIES INCLUDE:

1. All registered pharmacy technicians shall identify themselves as registered pharmacy technicians by wearing a type of identification badge that is clearly visible which specifically identifies the employee by name and by status as a “registered pharmacy technicians”
2. Work with other technicians in the same environment as well as with multiple pharmacists.
3. All registered pharmacy technicians shall state their names and verbally identify themselves as registered pharmacy technicians in the context of telephone or other forms of communication

WORKING CONDITIONS:

- Is subject to frequent interruptions.
- Works in an office environment for long periods of time.
- Spend quite a bit of time on their feet, working behind pharmacy counter
- May need to use ladders and move heavy boxes.
- May work on the weekends or in the evenings.
- May be called upon to work beyond normal working hours and in other positions temporarily, when necessary.
- Communicates with team members, other staff members and representatives of other organizations.

SUPERVISION RECEIVED:

- Pharmacy Director
On duty pharmacist

SUPERVISION GIVEN:

Not Applicable

COMPLEXITY:

- Requires ability to think independently and respond quickly to a variety of demands.
- Must be able to work within a multicultural environment.

INTEGRITY AND TRUST:

Is widely trusted; is seen as a direct truthful individual, can present the unvarnished truth in an appropriate and helpful manner, keeps confidences, admits mistakes, doesn't misrepresent him/herself for personal gain.

MISSION INTEGRATION:

Adheres to the Mission of the BCHC during both good and bad times; is dedicated to meeting the expectations and requirements of the BCHC mission (provide quality services in

a supportive environment to all people); acts in line with the values of the mission; practices what he/she preaches.

TEAM RELATIONS:

Understands and supports the team approach. Is seen as team player and is cooperative. Easily gains trust and support of peers; encourages collaboration; can be candid with peers; fosters open dialogue; creates a feeling of belonging to the team.

INTERPERSONAL CONTACTS:

Pharmacy Technicians will interact with all departments at BOND and those located within Apalachee, Bond-Tallahassee Housing Authority, Kay Freeman and other satellite locations, as needed, outside vendors, contracting agencies and regulatory agencies.

RESPONSIBILITY FOR CONFIDENTIAL MATTERS:

Confidentiality is of the UTMOST IMPORTANCE. This position is exposed to detailed and sensitive information regarding Center operations and Patient information(disease state, medication, diagnosis, allergies and personal identifiers such as date of birth, social security number, insurance i.d., income, etc.). Any violations direct and implied are grounds for dismissal by the Chief Administrative Officer.

THE EFFECT OF ERRORS:

Inability to meet organization's obligations: Embarrassment, Loss of Funding, Penalty from funding sources, etc.

HOURS OF WORK:

40 hours per week.

SALARY RANGE:

As specified in the Notice of Hire.

My signature indicates that I have reviewed this job description with appropriate CHC staff and I understand the expectation identified above.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

