

POSITION DESCRIPTION

JOB TITLE: PHARMACY FLOOR TECHNICIAN

REPORTS TO: SHIFT SUPERVISOR & PHARMACY DISTRIBUTION MANAGER

PURPOSE: To be able to accurately and efficiently fill medication orders based on the printed Rx label utilizing proper procedures

ESSENTIAL POSITION RESPONSIBILITIES:

- Able to retrieve medications from stock and fill medication labels through a variety of methods
- Count, measure and pre-pack medications in blister cards
- Properly utilize PDS software for barcode verification for prescription processing.
- Able to mix and compound medications precisely, according to a written recipe
- Able to deliver/scan products into appropriate delivery totes using PDS software.
- Able to follow established inventory procedures and manage out-of-stock issues.
- Able to identify quality related errors and correct these issues as necessary
- Maintain a neat and orderly work area
- Present a positive attitude and professional appearance

MINIMUM EDUCATIONAL REQUIREMENTS (including licenses if necessary):

- High School Diploma or equivalent
- Active Pharmacy Technician License or Active Pharmacy Technician-in-Training Certificate

PREFERRED EXPERIENCE:

- Previous Pharmacy experience helpful but not necessary

OTHER SKILLS (including any equipment necessary to operate):

- Basic math skills required to calculate proper daily/monthly quantities needed
- Above average writing and spelling skills required to legibly record necessary information on batch production cards for permanent record
- Basic computer skills
- Above average reading skills required to read and understand drug product labeling, written mandatory procedures and instructions
- Minor mechanical ability is also helpful to perform necessary daily and weekly maintenance procedures
- Should be able to work weekends
- Should be able to work overtime as needed
- Able to work closely with others
- Able to work at a established production speed with minimal supervision
- Able to work in gloves and mask as needed
- Other responsibilities as designated by supervisor

DISCLAIMER: The information contained within this position description indicates the general nature and level of work performed by employees within the classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

****The above job description is a general description of duties expected. There may be additional responsibilities and tasks added at any time.***

POSITION ASSESSED:

PHARMACY TECHNICIAN/ PHARMACY TECHNICIAN - CONTROL CAGE

PHYSICAL ACTIVITY DEMANDS	NEVER 0%	OCCASIONALLY UP TO 33%	FREQUENTLY 33% TO 66%	CONTINUOUSLY 66% TO 100%
Sitting		X		
Standing				X
Walking		X		
Bending		X		
Stooping		X		
Kneeling		X		
Crawling	X			
Climbing	X			
Pushing		X		
Pulling		X		
Fingering			X	
Grasping		X		
Talking			X	
Hearing				X
Repetitive Motions Using Hands/Wrists			X	X
Repetitive Motions Using Feet		X		X
Reaching		X		
Handling			X	
Feeling			X	
Lifting - up to 20 lbs.		X		
Lifting - up to 50 lbs.		X		
Lifting - up to 75 lbs.	X			
Lifting - up to 100 lbs.	X			
Lifting - over 100 lbs.	X			
Traveling	X			
Exposure to Heat		X		
Exposure to Cold		X		
Exposure to Chemicals			X	