



Pharmacy Technician

Reports to: Pharmacist in Charge

Department: Medical

Program (if applicable): N/A

Job Status: Non-Union

Classification: Non-Exempt

UDS Code: 23 Pharmacy Personnel

Date Revised: 5/20/2024

Revised by: Pharmacist in Charge

MAJOR FUNCTION

The primary purpose of the Pharmacy Technician is to assist the Pharmacist-In-Charge and Clinical Pharmacist in the daily operations of the Pharmacy, including serving patients and maintaining the pharmacy department. He/she will be responsible for greeting guests, providing excellent customer service, and assisting the pharmacists with accurate, safe, and efficient preparation and dispensing of pharmaceutical orders in accordance with state and federal laws and regulations.

ESSENTIAL FUNCTIONS

- Greets guests and provides excellent customer service.
- Helps healthcare professionals and patients by greeting them in person and by phone; answering questions and requests; referring inquiries to the pharmacist.
- Assists pharmacists to help ensure the pharmacy is running efficiently.
- Assists Lead Pharmacy Technician to help ensure the pharmacy runs efficiently.
- Accepts accurate patient and prescription order information necessary to process new and refill medications.
- Maintains records by recording and filing prescriber orders and prescriptions and performs computer entries of prescription information.
- Organizes medications for the pharmacist to dispense by reading medication orders and prescriptions; preparing labels; calculating quantities; and assembling pharmaceutical therapies.
- Retrieves the appropriate medication from inventory.
- Creates prescription labels, including selection of appropriate auxiliary labels, to be affixed to prescription containers.
- Places medications in containers and affixes prescription labels.
- Prepares unit dose packaging, when appropriate.
- Prepares compounded stock medication, when appropriate.
- Generates revenue by calculating, recording, issuing, and collecting charges.
- Maintains pharmacy inventory by checking pharmaceutical stock to determine inventory level; anticipating needed medications and supplies; placing and expediting orders; verifying receipt; removing outdated drugs.
- Protects patients and employees by adhering to infection-control policies and protocols.

- Maintains a safe and clean pharmacy by complying with procedures, rules, and regulations.
- Responsible for promoting joy in the workplace to achieve organizational goals, mission and vision.

REQUIREMENTS:

EDUCATION & EXPERIENCE:

- Required:
 - High school diploma or equivalent
 - New Jersey Board of Pharmacy Technician registration
 - 1 year of experience as pharmacy technician
- Preferred:
 - Associates degree
 - New Jersey Board of Pharmacy Certified Technician
 - New Jersey Board of Pharmacy Registered Technician
 - 5 or more years of experience as pharmacy technician
 - Bilingual (Spanish)

LICENSURE AND/OR CERTIFICATIONS:

- New Jersey Board of Pharmacy Certified Technician

KNOWLEDGE, SKILLS, ABILITIES AND OTHER (KSAO's)

- High energy and enthusiasm, positive, "can-do" attitude with a high degree of initiative
- Excellent customer service skills
- Must be able to work in a team and collaborative environment
- Understanding of federal HIPPA rules and ability to maintain patient confidentiality
- Ability and willingness to perform duties with purpose and strong sense of urgency
- Ability to organize and prioritize tasks/projects
- Familiarity with State and Federal pharmacy laws and regulations
- Knowledge of brand and generic drug names
- High attention to detail
- Must be proficient in basic math skills
- Must be capable of operating cash register
- Demonstrated ability to use Microsoft Office applications, including Microsoft Word, Outlook, and Excel

PHYSICAL & WORK REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the manual dexterity sufficient to operate phones, computers and other office equipment. The position requires the physical ability to kneel, bend, and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards and/or hazardous materials.

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