

## Pharmacy Technician

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<b>Job Title:</b>	Pharmacy Technician
<b>FLSA Classification:</b>	Non-Exempt
<b>Department:</b>	Clinic
<b>Supervisor:</b>	Center Manager / Clinic Supervisor

### **Job Summary**

Under the direction of the Clinic Supervisor, the Pharmacy Technician is responsible for supporting pharmacological services on-site at Innovative Integrated Health for Seniors including inventory management, stocking, storage and distribution.

### **Job Description**

Roles and responsibilities include, but are not limited to the following:

- Helps health care provide and PACE members by talking to them in person and by phone; answering questions and requests as well as referring inquiries to the pharmacist when needed.
- Maintains medication inventory by checking pharmaceutical stock on-site to determine inventory level.
- Maintains records by recording and filing physicians orders and prescriptions.
- Anticipates needed medications and supplies. Places and expedites orders as needed.
- Verifies receipt of medications by the use of a MRS for medications picked up on-site or dropped off at the members' homes.
- Removes and disposes of outdated drugs.
- Maintains a safe and clean medication storage room which is compliant with rules, procedures and regulations stipulated by Innovative Integrated Health.
- Protects patients and employees by adhering to infection-control policies and procedures.
- Maintains knowledge of PACE policies and procedures and adherence with federal and state regulatory requirements that govern the PACE organizational operations and the licensed adult day healthcare center
- Maintain confidentiality regarding participant, staff, contractor, and organizational information.

### **Non-Essential Job Functions**

- Attend and participate in staff meetings, in-services, projects, and committees as assigned.
- Accept assigned duties in a cooperative manner; and perform all other related duties as assigned.
- Be flexible when work schedule is altered to address participant needs.

### **Working Conditions and Physical Demands**

The working conditions and 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.

- Ability to access all areas of the center throughout the workday.
- Ability to lift up to 35 pounds occasionally, 15 pounds frequently, and 7 pounds constantly; required to obtain assistance of another qualified employee when attempting to lift or transfer objects over 25 pounds.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
- Ability to communicate verbally with an excellent comprehension of the English language.
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated, and air-conditioned environment.

### **Experience**

- Minimum of one (1) year of documented experience working with a frail or elderly population.
- Two years or more experience in health education preferred.

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

- Excellent planning and supervision abilities.
- Strong verbal, written, and presentation skills
- Ability to work effectively and harmoniously with staff, elderly, public and private agencies, governmental officials, providers of services, and peers.
- Energetic, well organized, dependable, flexible, and resourceful.
- Effective oral and written communication skills.
- Working knowledge of Microsoft Office Applications: Word, Excel and PowerPoint.

### **Education and Certification**

- High School Graduate or completion of a GED program
- Associates Degree in Pharmaceutical Technology

- Bachelor’s degree in Pharmaceutical Technology preferred
- Certification by the PTCB
- CPR certification
- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact

**Core Values**

- **Respect** at the core of our interactions.
- **Honesty and Integrity** with every endeavor
- **Patient – Centered** care aligned with participant values, beliefs, and preferences.
- **Encouragement** that motivates and empowers others to be the best they can be.
- **Quality Care** that is efficient, transformative and innovative.

**Acknowledgment**

**I have read** the above job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

**I understand** the contents of this job description are presented as a matter of information only and as guidance as to the expectations of Innovative Integrated Health (IIH) for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work. Furthermore, IIH reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.

**I understand** that employment at IIH is “at will”, meaning that employment is for no definite period of time and may be terminated by me or IIH at any time and for any reason.

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.