

## **Kimble Hospital Position Description**

**Job Title:** Pharmacy Technician  
**Department:** Pharmacy  
**Reports To:** Pharmacy Director  
**FLSA Status:** Non-Exempt

**SUMMARY:** Under the direction and supervision of the Pharmacy Director and Pharmacist in Charge (PIC) in accordance to pharmacy policies and procedures responsible to procure, control and manage the pharmaceutical inventory, monitors and prepares invoices for payment, maintains purchasing records, and takes periodic inventories. Pharmacy Technician does not perform duties that can legally be performed only by a pharmacist.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma/GED
- Taken and passed the Pharmacy Technologist Certification Board's National Pharmacy Technician Certification Examination and have a current certification certificate; **or**
- Be certified by the State Board of Pharmacy as a Technician Trainee until exam can be taken.
- Been granted an exemption from certification by the Texas State Board of Pharmacy
- 2 years Pharmacy Technologist experience, preferred

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages and controls all floor stock and medication inventory and reconciles withdrawals with the Pharmacist in Charge (PIC) at least every seven (7) days.
- Issue controlled substances and controlled substance records to nursing staff and maintain records as required by law and pharmacy policies and procedures.
- Maintain the computer system data base, as required.
- Assists in maintaining and properly storing adequate inventory of pharmacy items; rotates stock and checks expiration dates.
- Prepares expired medications for return or destruction.
- Processes orders with wholesalers and manufacturers; checks in stock; places stock received on shelves; and keeps records.
- Performs monthly nursing unit inspections, including refrigerator and freezer temperatures.
- Maintains pharmacy records as required by the Texas State Board of Pharmacy.
- Files completed controlled substance invoices and DEA Forms 222.
- Maintains drug "borrow" and "loan" records and arranges for reconciliation and settlement every seven (7) days.
- Maintains confidential patient information.
- Processes invoices and delivers to appropriate personnel in a timely manner.
- Maintain current price lists.
- Miscellaneous duties as assigned requested or required.

**PHYSICAL REQUIREMENTS:**

- Must possess minimum typing skills and operate a computer keyboard.
- Possess maturity and strong skills in basic mathematics and interpersonal relationships.
- Works under minimal supervision.
- Must be able to lift 25 pounds from the floor to waist and may occasionally be required to lift 50 pounds from the floor to waist level.
- Visual acuity required for reading orders, medication labels and legible handwriting to document pertinent information.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date