

T.H.E. HEALTH AND WELLNESS CENTERS JOB DESCRIPTION

POSITION: **Pharmacy Technician**

DEPARTMENT: Pharmaceutical

STATUS: Full-Time, Non-Exempt

POSITION SUMMARY: Under the direction of the Pharmacist, the Pharmacy Technician will assist in the practice of pharmacy. The Pharmacy Technician will support the pharmacist in preparing and dispensing medication as well as provide excellent customer service to patients in a clinic retail pharmacy location.

Essential Duties and Responsibilities:

- Prescription data entry, packaging medications (ie pouring, counting, filling), orderly filing of complete orders, all in full compliance of Federal, State and local laws.
- Inventory management including placing orders, maintaining sufficient supply, receiving, storing, and disposition. Addresses discrepancies in collaboration with pharmacist.
- Cash handling, basic operations surrounding point-of-sale, opening and closing procedures.
- Models and delivers outstanding customer service experience for patients. Performs nonclinical outreaches to patients and facilitates appropriate documentation if needed. Develops and maintains good relationships with clinic staff at all locations.
- Assist pharmacist in the coordination of clinical services, including but not limited to vaccinations, screening questionnaires, medical device set-up.
- Assists in maintaining pharmacy as clean, orderly, and functional, including appropriate external and internal appearances.
- Other duties as assigned

Education and Qualifications

- High School Diploma or GED Equivalent and 1year experience working as a Pharmacy Technician
- Pharmacy Technician Certification Board (PTCB) or Exam for the Certification of Pharmacy Technician (ExCPT) required.

Knowledge of:

- Basic pharmaceutical calculations such as sufficient quantity and days supply.
- Insurance plans and claims resolution skills. Capable of initiating prior authorization process.

Ability to:

- Maintain workflow, promoting efficiency but ensuring patient safety above all.

- Multitask, cycling between different workstations to meet patient needs.
- Participate in quality improvement measures, including alerting pharmacist of any erroneous events immediately.

Physical Demands:

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.

While performing the duties of this job, the employee is regularly required to stand, sit, talk or hear. The employee is occasionally required to use hands to handle, or feel objects, keyboard or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Job Description Disclaimer

This position requires compliance with Health Center's written standards, including its Standards of Conduct and policies and procedures ("Written Standards"). Such compliance will be an element considered as part of the *QI Director's* regular performance evaluation.

Failure to comply with Health Center's Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Health Center's Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with Health Center's Compliance Program Policy and Procedure.

I have reviewed and understand the job functions required of me for the position in employment with T.H.E. Clinic, Inc. I understand that T.H.E. Clinic, Inc. reserves the right to modify job duties or job descriptions at any time.