

OCONEE VALLEY HEALTHCARE
Pharmacy Technician
Job Description

JOB TITLE: Pharmacy Technician
REPORTS TO: Pharmacy Manager
SUPERVISES: None

DATE LAST REVISED: 1/09/2023

SUMMARY

The Pharmacy Technician functions as an integral member of the patient care team in providing the highest quality of care to the patient.

RESPONSIBILITIES:

- Greets patients and healthcare providers in person and by phone.
- 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level; anticipating needed medications and supplies; placing and expediting orders verifying receipt; removing outdated drugs.
- Maintains a safe and clean pharmacy by complying with procedures, rules, and regulations.
- Adheres to all Oconee Valley Healthcare policies and procedures, and state and federal rules and regulations.
- Generates revenues by calculating, recording, and issuing charges.
- Organizes medications for pharmacist to dispense by reading medication orders and prescriptions; preparing labels; calculating quantities; assembling intravenous solutions and other pharmaceutical therapies.
- Performs other related duties incidental to the work described herein.

EDUCATION, ESSENTIAL SKILLS AND EXPERIENCE:

- High school diploma or equivalent.
- Must successfully complete registration with the Georgia Board of Pharmacy.
- Bilingual (English and Spanish), strongly preferred.
- Strong customer service focus
- Effective verbal and written communication skills
- Teamwork orientation
- Good judgment
- Resourcefulness in problem solving

Requires sitting or standing for long periods of time, working in an office and clinical environment. Able to stoop, kneel, bend at the waist, and reach on a daily basis. Able to lift and move up to 25 pounds occasionally. Working under stress and use of the telephone required. Manual dexterity required for use of calculator and computer keyboard and other office machines. Hearing and vision corrected to normal range. Must be a team player and possess excellent customer service skills.

I, _____, affirm that on this date I have received, read, and understand a copy of the job description for **Pharmacy Technician**.

Employee Signature

Date

I, _____, affirm that on this date I have met with the above employee and attest that the employee understands the duties and qualifications for this job description.

Supervisor Signature

Date