FAITH COMMUNITY HEALTH SYSTEM
Jacksboro, Texas
Pharmacy Technician
Job Description

SUMMARY
Under supervision of a Pharmacist, fills physicians' orders, assists with monitoring drug therapy, the stocking and dispensing of pharmaceuticals, and the control of narcotics and controlled substances.

ESSENTIAL FUNCTIONS
- Maintains pharmacy inventory by checking pharmaceutical stock to determine inventory level; anticipating needed medications and supplies; placing orders; removing outdated drugs.
- Maintain a safe and clean pharmacy by complying with procedures, rules and regulations.
- Maintains records by recording and filing physicians' orders and prescriptions.
- Generates revenues by calculating, recording, and issuing charges.
- Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

PROFESSIONAL REQUIREMENTS
- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

KNOWLEDGE, SKILLS and ABILITIES
- Excellent written, verbal and listening communication abilities.
- Willingness to establish effective working relationships with internal and external customers.
- Ability to manage conflict, stress and multiple simultaneous work demands in an effective, professional manner.
- Ability to work independently, while collaborating with other team members.
- Ability and willingness to self-motivate, prioritize, and be willing to change processes to improve effectiveness and efficiencies. Adapts to changing patient or organizational priorities.

- Ability to make independent decisions in accordance with established policies and procedures. Decisions and problem solving require a combination of analysis, evaluation, and interpretive thinking.
- Computer literacy, including but not limited to, data entry, retrieval, and report generation.
- Must not have any restrictions for physical work for which reasonable accommodation cannot be made.

QUALIFICATIONS

- GED or High School Diploma
- Current national pharmacy technician certification from TSBP approved organization:
    - Pharmacy Technician Certification Board (PTCB) Certified Pharmacy Technician (CPhT)
- Active registration with the Texas State Board of Pharmacy as a Pharmacy Technician.

PHYSICAL REQUIREMENTS

- Full range of body motion including handling and lifting patients.
- Manual and finger dexterity.
- Hand and eye coordination.
- Moderate periods of standing, walking, and sitting.
- Pushing, pulling, reaching and bending.
- Lifting and carrying items weighing up to 50 pounds.
- Corrected vision and hearing to within normal range.

_____	_____	_____
Employee	Department Head/Administrator	Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.