

## JOB ANNOUNCEMENT (INTERNAL/EXTERNAL)

### POSITION INFORMATION

**Job Title:** Pharmacy Technician  
**Division:** Ancillary Services **Department:** Pharmacy  
**Reports to:** Pharmacy Technician Lead / Director of Pharmacy **Classification:** Regular, Full Time  
**Opening Date:** October 15, 2019 **Closing Date:** October 21, 2019

### ANTICIPATED WORK SCHEDULE

*(Hour of operation and schedule subject to change)*

<b>Department Hours of Operation</b> 24 hours per day, 7 days per week	<b>Schedule</b> Schedule is subject to change dependent on rotational shifts and hours of operation
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### BASIC PURPOSE OF THE JOB

Under the direct supervision of a registered pharmacist, and/or director of pharmacy services, performs a variety of technical and clerical duties for the hospital-wide unit dose drug distribution system and intravenous admixture program. Responsible to maintain confidential reports, enter and retrieve data utilizing the computer system, prepare intravenous medication, including but not limited to, chemotherapeutic preparations, hyper-alimentations and antibiotics, fill automated medication dispensing system with a supply of unit dose medications, procure, and fill requests for pharmaceutical supplies and deliver supplies to nursing units.

### QUALIFICATIONS

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| <b>Minimum Education</b>                        | <ul style="list-style-type: none"><li>▪ High school diploma preferred.</li><li>▪ Current Pharmacy Technician license from the Territory of Guam</li></ul>                  |
| <b>Minimum Work Experience</b>                  | <ul style="list-style-type: none"><li>▪ Six (6) to Twelve (12) months of experience as a Pharmacy Technician preferred.</li><li>▪ Hospital experience preferred.</li></ul> |
| <b>Required Skills, Knowledge and Abilities</b> | <ul style="list-style-type: none"><li>▪</li></ul>  |

### OVERVIEW OF JOB RESPONSIBILITIES

1. Profiles all medication orders accurately, per procedure and in a timely manner, as directed by Pharmacist(s). Score based on supervisory documentation of errors. Significant errors include wrong medication, wrong strength, wrong patient, and wrong schedule.
2. Fills all new medication orders with the correct medication, the correct strength, the correct quantity, labeled properly and filled in a timely manner. Scored by supervisory documentation of significant errors in the process. Significant errors include wrong medication, wrong strength, and wrong dosage form.
3. Performs prepacking procedures accurately and in a timely manner. Score based on number of times incumbent does prepacking function.
4. Prepares IV medications accurately using aseptic technique, labeled properly and prepared in a timely manner. Works in the IV room as the IV person at least 10 times per year. Score based on supervisory documentation of significant errors in the processes. Significant errors include wrong dose, wrong drug, wrong fluid and wrong patient
5. Familiar with and follows normal Pyxis procedures. Restocks accurately and in a timely manner. Must fill Pyxis at least 25 times per year. Score based on number of errors in the Pyxis procedures.
6. Performs all routine procedures including performing issuance of floor stock, running Pyxis critical item reports and stock out reports, creating Cardinal Order Express orders (manual and automatic), receiving orders and placing stock on shelves. Processes floor stock requisitions accurately and consistently.
7. Familiar with all Pyxis applications to include: CII Safe, Pyxis Anesthesia System, and Pyxis Medstations; how to maintain the equipment and trouble shoot problems/discrepancies.
8. Perform duties of the purchasing agent as directed.
9. Keeps all clean room/anteroom areas clean per established policy and procedure.
10. Dresses appropriately when working in the clean room.
11. Replenishes medications in emergency drug containers and floor stock areas accurately.
12. Answers the telephone, identifying self and department. Directs calls to appropriate personnel.
13. Keeps pharmacy areas clean, neat, and well-organized. Keeps pharmacy equipment clean and areas stocked with daily supplies for medication deliveries.

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14. **Completes and documents all assigned medication storage area inspections at least monthly. Identifies and replaces outdated and unusable medications. Assists department in ensuring that monthly inspections are completed by helping others.**
  15. **Assists the Pharmacist in providing medication and pharmaceutical services to patients, nurses, physicians, and other hospital staff.**
  16. **Prepares intravenous solution and admixtures. Labels products correctly with beyond use dating and proper storage information. Ensures batches and high-risk products have two RPH checks. Performs reconstitution according to the department standard of practice. Keeps single dose vials according to the USP <797> guidelines. Labels multidose vials with the expiration date which reflects 28 days. Restocks IV rooms at end of shift and as needed.**
  17. **Maintains inventory of supplies and reorders them accordingly.**
  18. **Participates in departmental and organizational performance improvement and CQI activities.**
  19. **Assists the Pharmacists in providing pharmaceutical care for patients ranging in age from newborn to the elderly. Identifies and understands that there are dosage variations between newborn, pediatric, adolescent, adult and geriatric patients, and consults with the Pharmacist if any doubts or questions arise.**
  20. **Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors. Supports and maintains a culture of safety and quality. Thinks critically, recognizing practices that should be called to the attention of the director for further evaluation.**
  21. **Recognizes inappropriate dosing based on available dosage forms for various age groups.**
  22. **Applies common sense and understanding to carry out instruction furnished in writing, oral and diagram form.**
  23. **Deals with problems involving several variables in particular situations.**
  24. **Delivers medications to the nursing units as needed. When restocking the Pyxis machines, patient own bins are inspected for discontinued medications, transferred patients, and medication security. Any questions should be brought to the pharmacist's attention.**
  25. **Demonstrates knowledge and skill ensuring that pharmaceutical preparations are sterile, properly packaged, labeled and stored, and not outdated.**
  26. **Ensures compliance with USP<797>. Completes all annual requirements.**
  27. **Aids in the training of Pharmacy Technician students, new employees, interns, or Pharmacy Students.**
  28. **Prepares select reports. Processes Allscripts reports. Processes Pyxis reports to assist with problem solving.**
  29. **Performs assigned quality control activities on schedule. Works on special projects. Keeps Director apprised of progress.**
  30. **Performs assigned training activities successfully and on schedule.**
  31. **Maintains professional, helpful, and courteous relationship within the department and with other departments.**
  32. **Completes annual education requirements. Is responsible for professional development. Maintain registration and certification.**
  33. **Complies with USP<795> preparation of non-sterile products, prepares prepackaging responsibilities accurately and quarantines prepacked items until pharmacist checks and releases into the distribution stream. Maintain accurate prepackaging logs.**
  34. **Maintains regulatory requirements, including all federal, state, local regulations and accrediting organization standards.**
  35. **Reports to work on time and as scheduled, completes work within designated time. Understands that breaks are not mandatory and only allowed if patient issues do not need to be addressed. Ensures that lunches are taken at assigned period and that the pharmacy department is covered before leaving for lunch or break.**
  36. **Follows hospital's cell phone policy.**
  37. **Accurately bills and credits patients via Pyxis and/or Allscripts.**
  38. **Attends at least 80% of staff meetings annually, reads and returns all monthly staff meeting minutes.**
  39. **Represents the organization in a positive and professional manner.**
  40. **Documents twice daily the temperatures of the pharmacy refrigerators and freezer to ensure compliance with accreditation standards. Spot checks nursing units medication refrigerators for temperature monitoring.**
  41. **Complies with all organizational policies regarding ethical business practices.**
  42. **Communicates the mission, ethics, and goals of the facility, as well as the focus statement of the department. Understands the role of the pharmacy in patient care. Willing to adjust schedule to meet the needs of hospital.**
  43. **Performs chemotherapy preparation upon training as assigned.**
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44. **Responsible for safe and careful handling of chemotherapy medications. Understands where spill kits are stocked, proper procedure for use and proper chemotherapy disposal.**
  45. **Generates reports and labels to compile and arrange a work list for preparation of an adequate number of IV admixtures to cover a 24 hour period.**
  46. **Checks finished solutions for clarity and particulate matter, places IVs in proper storage area after the final check by the pharmacist.**
  47. **Routinely checks expiration dates of IV medication in the pharmacy department and on the nursing units. Rotates and recycles stock when needed. Places expired medication in the appropriately segregated area in pharmacy.**

\*Complete job description provided upon employment

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