

V&IOVISSM

JOB DESCRIPTION FORM

Job Title: Pharmacy Technician	Reports to: Pharmacy Technician Lead
Department: Pharmacy	Location: FHP
Job Grade: C-1	Date of Last Review: October 11, 2018

Job Summary:

Reports directly to the Pharmacy Technician Lead and responsible for the preparation of the prescription by retrieving, counting, pouring, weighing, measuring, and sometimes mixing the medication. Prepares the prescription labels, selects the type of prescription container, and affixes the prescription and auxiliary labels to the container. Computes and determines price and files the prescription, which must be checked by a Registered Pharmacist before it is given to the patient.

I. Essential Duties and Responsibilities:

1. Greets and receives customers and provides assistance by explaining and clarifying prescriptions, answering simple queries, providing assistance in locating pharmacy items and etc.
2. Assists the Registered Pharmacist in providing and dispensing medication and other health care products to patients.
3. Receives written prescriptions or requests for prescription refills from patients and prescriptions sent electronically from the doctor's office.
4. Performs routine tasks to help prepare prescribed medication for patients, such as counting tablets and labeling bottles.
5. Consults the Pharmacy Technician Lead and/or Registered Pharmacist and refers any questions regarding prescriptions, drug information, or health matters to a pharmacist.
6. Verifies whether the information on the prescription is complete and accurate.
7. Prepares the prescription by retrieving, counting, pouring, weighing, measuring, and sometimes mixing the medication.
8. Prepares the prescription labels, selects the type of prescription container, and affixes the prescription and auxiliary labels to the container.
9. Computes and determines price and files the prescription, which must be checked by a Registered Pharmacist before it is given to the patient.
10. Establishes and maintains patient profiles, prepares insurance claim forms, and stocks and takes inventory of prescription and over-the-counter medications.

II. Experience & Specifications:

1. High School Graduate with a minimum of one (1) year experience in preparation of the prescription by retrieving, counting, pouring, weighing, measuring, and sometimes mixing the medication.
2. Must have a Guam Pharmacy Technician License
3. Must have thorough familiarity in preparing the prescription labels, selecting the type of prescription container, and affixing the prescription and auxiliary labels to the container. Computes and determines price and files the prescription, which must be checked by a Registered Pharmacist before it is given to the patient.
4. Effective team player. With very good interpersonal relationship skills and can work and relate well with co-employees, patients, and customers.
5. Must have the behavioral sensitivity, maturity, diplomacy and tact in addressing complex situations and handling irate customers.
6. Outstanding oral and written communication skills.
7. Strong ethics and a high level of personal and professional integrity.
8. Must have basic familiarity on federal and state laws and requirements relating to healthcare management.
9. Computer literate and very highly proficient in using MS office programs.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is exposed to lights, office equipment such as computer monitors, faxes etc. in a clinical setting. The noise level in the work environment is usually low.