

Position Agreement – Pharmacy Technician

This position is accountable for producing the following result: To provide support to the pharmacist and provide courteous expeditious service to our prescription customers. This includes but is not limited to: inputting Rx data, billing insurance, maintaining proper Rx stock, communicating with physicians, accurately filling prescriptions and maintaining cleanliness and order in the pharmacy department.

Strategic Work:

Recommend improvements to our operations, services, and products to better meet customer needs.

Tactical Work:

1. Must be certified through a Technician certification board and registered with the state board of pharmacy.
2. Print Rx labels, transcribe any notes to patient or pharmacist, and put labels in appropriately colored basket.
3. All of the Rx's for each patient are to be filled correctly before sending to the RPh for verification.
4. Adjust drug inventory if necessary (each drug should have enough inventory on hand to fill at least an average days worth of prescriptions).
5. Complete drug order; address any inventory related problems, generate and send order according to schedule.
6. Check in drug order as soon as it arrives according to schedule. Put away Rx items and upload inventory received into pharmacy computer system.
7. Assigned section of shelves is to be cleaned, straightened, and checked for out-dates, overstock, and out of stock items at least once monthly.
8. Understand and operate the RxSafe and Parata inventory robots and perform routine tasks associated with ordering and stocking supplies as well as perform basic troubleshooting.

Standards

1. All questions that require professional interpretation or judgment will be directed to the pharmacist.
2. Must be able to adapt and excel in a fast-paced environment.
3. Name badge and clean smock or other company-approved attire will be worn while on duty.
4. Customers will be greeted with a smile and verbal acknowledgment and thanked for their patronage.
5. Every attempt will be made to ensure that our customers' prescriptions are filled when promised within the scope of pharmacy law.
6. All prescriptions will be checked for accuracy prior to submission for dispensing.
7. Oral and written communications with vendors, healthcare professionals and customers will be of the highest professional caliber.

Signatures:

Statement of the Position Holder:

I accept the accountability of this position and agree to produce the results, perform the work, and meet the standards set forth in this position contract.

Signature

Date

Printed name

Statement of the position holder's manager:

I agree to provide a working environment, necessary resources, and appropriate training to enable the accountability of this position (results, work, and standards) to be accomplished.

Signature

Date

Printed name