



Position: Pharmacy Technician	
Department: Pharmacy	
Reports To: Pharmacist	
FLSA Status: Non-Exempt	OSHA Exposure Category: (I)
Effective Date: 02/2016	Revised: 02/2016, 02/2021

Job Objective: Under the supervision of a licensed Pharmacist, as governed by the Board of Pharmacy for the State of Montana, the Pharmacy Technician will assist the Pharmacist in providing medications to appropriate clinical staff at Northern Rockies Medical Center. It is expected that the Pharmacy Technician will work within their scope of practice (non-clinical) to provide exceptional customer service, quality patient care and assist the Pharmacist with technical and clerical aspects to ensure patient safety.

Qualifications:

1. High School Diploma or GED required.
2. Current Montana Pharmacy Technician License preferred Pharmacy Technician-in-training License required.
3. Current BLS, or ability to obtain within six months of hire.
4. Proficiency in computer programs including Microsoft Excel, Word, and Outlook email, and previous knowledge of medical software such as Pyxis.
5. Medical Terminology understanding preferred and ability to calculate accurately and the ability to communicate both in written and verbal forms.
6. Proven problem-solving, analytical skills, and organizational/time management skills are required. Commitment to communicate effectively and maintain cooperative relationships with providers, staff members, and patients. Ability to work effectively in a team environment as well as on own.

Job Duties:

1. May receive delegated tasks from Pharmacist only (refer to Montana State Board of Pharmacy rule 24.174.703 and 24.174.704, attached hereto) to assist in departmental tasks as outlined in the attachments.
2. Outdating medications on pre-determined schedule as set forth by the Pharmacist in the Pharmacy and Pyxis system.
3. Ability to run reports (i.e. Pyxis, CPSI, or other as assigned) in order to refill medications to be checked by the Pharmacist prior to restocking.
4. Ability to provide assistance in dosing medications as needed by appropriate clinical staff.
5. Responsible for the timely check-in of the order from the wholesale distributor.
 - a. Must determine if an order is whole and correct before signing as verified.
 - b. Medications will be put away immediately.
 - c. Invoices will be copied for records in the Pharmacy and given to Accounts Payable.

- d. Discrepancies will be noted with the Pharmacist upon receipt.
- e. Update Pyxis and CPSI system with corrections to pricing or bar codes.
6. Accountable for station audits.
7. Review medications removed from the Pyxis system with records of orders from providers in CPSI.
 - a. Correlate the above information with what was given to the patient by the administering provider or nurse.
 - b. Document on audit any concerns that should be addressed by the Pharmacist.
8. Maintain Temperature Log for both Pharmacy and Pyxis refrigeration systems.
9. Controlled substance orders will be documented, copied, and placed in the appropriate C2 or C3-V folders for audit purposes.
10. Weekly, enter narcotics that have been dispensed to patients in the Prescription Drug Registry.
11. Communicate professionally and timely any and all concerns that need to be addressed by the Pharmacist with other clinical staff. If there are process improvement suggestions, notify the Pharmacist.
12. Other projects as assigned (i.e., Bad NDC list audit) and if time allows.

Disclaimer – Not all inclusive – other duties as assigned. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Mission: Northern Rockies Medical Center provides quality healthcare that serves our communities in a private, safe and caring environment.

Vision: Northern Rockies Medical Center will be the provider of choice, setting the standard for quality healthcare in the region.

Values:

Values PEOPLE

- The needs of the patient come first.
- Patients, families, and staff will be treated with courtesy and compassion.

Values QUALITY

- Excellence through continuous improvement in safety and care.
- Teamwork through the unity of all departments to serve our communities and each other.

Values OWNERSHIP

- Doing what is right for those we serve.
- Having pride in our work.
- Holding ourselves accountable for efficient management of NRMC resources.

Schedule: This position requires working flexible shifts (AM/PM), weekends, and holidays. In addition to scheduled shifts the position requires attendance of meetings, educational classes, unit staff meetings, quality improvement or clinical case review, unit competencies, or certification courses. During times of low census this position may be encouraged to take time off utilizing PTO, days off without pay, or remain on call if not needed for a regularly scheduled shift.

Compliance Plan and Code of Conduct: Northern Rockies Medical Center Inc. is dedicated to the highest ethical standards as it is essential to meeting our commitment to our mission and vision. Individual responsibilities include adhering to our organizational Compliance Plan and Code of Conduct.

- (A) Maintains awareness and understands the organization-wide compliance plan. Familiar with and adheres to NRMC's published Code of Conduct which provides guidance and expectations regarding confidentiality, conflict of interest, billing, controlled substances, Emergency Medical Treatment and Labor Act (EMTALA), payments for referrals, gifts, anti-kickback laws, safety and health, waste disposal, and compliance with antitrust laws, advertising and marketing, discrimination, insider trading and government requests.
- (B) Reports any violation or suspected violation of this Code or other hospital policies or procedures to supervisor, Compliance Officer or through the compliance hotline.
- (C) Attends and/or completes mandatory training regarding organizational compliance.

Work Environment: Acute care hospital includes all areas of the NRMC campus. Possible exposure to marked changes in temperature, humidity, and noise.

OSHA Exposure Category: (I) Tasks that routinely involve exposure to Blood/Body fluids or Tissues. All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them are Category I tasks. Use of personal protective equipment or appropriate protective measures are required for every employee engaged in Category I tasks.

Dress Code: Must comply with Northern Rockies Medical Center Dress Code Policy Admin.0012 and departmental guidelines.

Physical Demands: Requires repetitive bending, pulling, pushing, kneeling, walking and lifting up to 50 lbs. Visual acuity within normal limits. Wear personal protective equipment as needed.

Employee Certification: I have read the above JOB DESCRIPTION and accept the responsibilities as outlined. I know of no reason that will keep me from performing the duties as described without reasonable accommodations being made by Northern Rockies Medical Center (NRMC). I agree to inform my supervisor immediately if I am unable to perform as expected.

Employee Signature

Date