

# HAWAII HEALTH SYSTEMS CORPORATION

## **Job Description**

## **Pharmacy Technician**

(Job Description, Class Specification & Minimum Qualification Requirements)

**Entry  
Full Performance**

**HE-04  
HE-06**

**6.796  
6.797**

### **Function and Location**

This position works in the pharmacy unit of a hospital, clinic or long term care facility and is responsible for assisting a Pharmacist in providing pharmaceutical services in accordance with established procedures and methods. The position may be required to work on shifts, including evenings, and weekends and holidays.

### **Key Duties and Responsibilities**

1. Assist the pharmacist in preparing physician orders by pulling labels generated by the pharmacist and filling with the appropriate medication. This process may include the preparing and sending of a unit dosed oral medication, a reconstituted medication, a topical medication, or an IV solution, as specified by the label.
2. Prepare intravenous, epidural, or intrathecal solutions (large volume solutions, IVPB, syringes, TPNs, etc.) using sterile technique, according to Pharmacy Sterile Compounding SOPs and current sterile compounding regulations.
3. Refer all completed drug orders to the pharmacist for checking before dispensing.
4. Adhere to safety/infection control policies and procedures. Report any unsafe equipment or practices.
5. Answer telephone calls and triage to appropriate person according to departmental guidelines.
6. Maintain a clean, well-stocked, and safe environment for patients and staff.
7. Pre-pack medications as unit dosed items for administration when necessary or when requested by pharmacist.
8. Remove outdated medications from stock and automated dispensing machines.

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9. Perform daily stocking and filling of pharmacy shelves, automated dispensing machines throughout the hospital, as assigned by pharmacist.
10. Maintain crash cart trays and emergency medication boxes.
11. Deliver completed drug orders to the appropriate floors or authorized individual caring for the patient.
12. Fulfill any special request from the pharmacist to service a particular need within the pharmacy or hospital, or in any emergent patient-specific situation.
13. Adhere to scheduled breaks and lunch times as assigned by pharmacist.
14. Complete annual and one-time competency assessments as determined by departmental policy.
15. Maintain the strictest confidentiality of all patient and facility-related employee information.
16. Employ the use of proper Personal Protective Equipment (PPE) when handling hazardous materials.

### **Other Duties**

In addition to the key duties and responsibilities, this position may be assigned to:

Maintain temperature logs of refrigerators within the Pharmacy; maintain I.V. inventory and supplies; perform daily narcotic pulls; unpack, check, and stock all incoming medications and supplies in adherence with requirements of the Drug Supply Chain Security Act (DSCSA); assist nursing staff in troubleshooting Pyxis related problems when requested; perform special projects as assigned by the Director or designee and perform other related duties as assigned.

### **Knowledge and Abilities used in Performing Key Duties at the Full Performance Level**

Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services, to the clientele of the work site, independently. Knowledge of the policies, procedures and

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work rules of the work site.

### **Supervision Provided By**

A Pharmacist provides supervision to the position.

**Instructions Provided:** Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

**Assistance Provided:** Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently with a Pharmacist being available to provide specific guidance and assistance in handling new and unusual situations.

**Review of Work:** For each prescription filled, work is reviewed by the Pharmacist to ensure proper filling.

### **Prerequisite Qualifications Required for the Entry Level**

**Education:** None required. High school diploma or GED preferred.

**Experience:** One (1) year of work experience in a pharmacy setting (i.e., community pharmacy, hospitals, other medical institutions) assisting a Pharmacist in providing pharmaceutical services in accordance with established procedures and methods.

**Knowledge and Abilities:** Basic knowledge of pharmaceutical nomenclature; pharmaceutical system of weights and measures (e.g., milligrams, milliliters, cubic centimeters, etc.); commonly used pharmaceutical preparations used in the treatment of illnesses; dosage requirements; storage requirements; routes of drug administration; and practices and procedures employed in filling pharmacy prescriptions; and the ability to perform basic arithmetic computations (addition, subtraction, multiplication, division); and transcribe accurate medication profiles.

### **Prerequisite Qualifications Required for the Full Performance Level**

In addition to the qualifications required at the entry level:

**Experience:** One (1) year of work experience assisting a licensed pharmacist in a hospital which required receiving and reading prescription and medication orders from

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physicians; performing arithmetic computations to determine proper measurements/quantities of pharmaceutical components required; receiving and reading requisitions from pharmacists; measuring, counting, packaging, and labeling items and arranging them for final professional review.

**Knowledge and Abilities:** Must have demonstrated knowledge of commonly used pharmaceutical preparations used in the treatment of illnesses, dosage requirements, dosage forms, storage requirements; aseptic techniques; routes of drug administration; pharmaceutical nomenclature; pharmaceutical system of weights and measures; procedures and operations relating to aseptic compounding and sterile compounding; arranging medication for final professional review; maintaining accurate inventory records; State and Federal pharmacy regulations; applicable hospital/unit policies and procedures; and the ability to provide pharmaceutical services in accordance with established procedures and methods; measure drug doses accurately; maintain records and prepare reports; and communicate effectively orally and in writing.

### **Substitutions Allowed:**

- a. Successful completion of a pharmacy technician program from an accredited school and/or a Certified Pharmacy Technician (CPhT) certification issued by the Pharmacy Technician Certification Board (PTCB) may be substituted for all of the experience required for the entry and six (6) months of the full performance level, or
- b. Possession of a Bachelor's Degree in Pharmacy from an accredited college or university may be substituted for all of the experience required for the entry and full performance level.

### **Certification Required:**

1. **Valid certificate of registration as a registered pharmacy technician issued by Board of Pharmacy, State of Hawaii.**

### **Certification preferred and may be required for certain positions:**

1. Certified Pharmacy Technician (CPhT) issued by the Pharmacy Technician Certification Board (PTCB) must be obtained within six (6) months of employment, and/or

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2. Basic Life Support (BLS) for Healthcare Workers must be obtained within six (6) months of employment.

**Desirable Qualifications:** Ability to learn quickly; be a "team player" and get along well with others; be self-motivated; use a computer to enter and retrieve data; good memory; and be able to work under pressure and meet deadlines.

**Health and Physical Requirements:** All employees must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without reasonable accommodation.

### **ADDENDUM ATTACHED**

☐ Yes

☐ No