

# Certified Pharmacy Technician

## Position Overview:

Assist in the accurate and timely filling process (as permitted by law), data entry, inventory, stocking, and maintaining merchandise. Build, promote and deliver a high degree of customer satisfaction.

- Reports To: Pharmacy Manager, or person in charge.
- Coordinates With: Pharmacy Manager, Staff Pharmacists, pharmacy staff, store management, receiving personnel, bookkeeper, Regional Pharmacy Manager, Vice President of Pharmacy Operations, and administrative staff.

## Essential Job Functions:

- Accurately process and label prescriptions as designated by prescriber in a professional manner and in compliance with local, state, and federal regulations. This function is performed under the direct supervision of a licensed pharmacist.
- Ensure that the accuracy of prescription contents and labeling is checked and initialed by a licensed pharmacist.
- Identify system flags to alert a pharmacist of drug interactions.
- Receive written prescriptions and/or refill orders from customers.
- Request and receive authorizations or prescription refill via telephone.
- Inform customers when prescriptions are ready.
- Accurately maintain all files pertaining to the pharmacy (prescription file, controlled substance file, etc.).
- Accurately and completely collect and enter into the computer all customer demographic and prescription information, including third party insurance information.
- Keep merchandise priced, clean, neat, and supplies well-stocked.
- Count, electronically order, and check merchandise and supplies.
- Work as a team with management, pharmacy manager, pharmacists, area coordinators, and coworkers.
- Operate a terminal/register as customer flow dictates or as assigned. Accurately read prices, scan merchandise, receive payment, and give correct change.
- Ensure every customer is satisfied by answering all questions politely and quickly, escorting customers to the requested items or calling for customer assistance.

## Physical Requirements:

*Occasionally* = up to 1/3 shift

*Frequently* = up to 2/3 shift

*Continuously* = throughout shift

- Standing: Continuously in combination with walking on hard surface.
- Sitting: 0% of the time.
- Walking: Continuously in combination with standing.
- Worker Mobility: Can Change positions frequently throughout work shift.
- Carry/Lift: Independently work with 0-20 pounds, depending on product and materials being stocked.
- Pushing/Pulling: Occasionally push/pull merchandise on hand trucks or stocking carts. Continuously and independently push/pull single case lots or items while stocking or moving merchandise.
- Bending/Squatting: Frequently throughout the work shift while operating cash register/bagging merchandise, stocking supplies, and cleaning.
- Reaching/Handling: Use of fingers/hands/arms continuously. Frequent overhead reaching needed for higher shelf stocking and retrieving.
- Grasping/Squeezing: Frequently throughout work shift.
- Twisting: Frequently throughout work shift.
- Climbing: Occasionally climb ladders to reach higher shelf areas. Occasionally climb stairs.
- Crawling: 0% of the time.

#### **Social Skill Requirements:**

- Ability to positively interact with others.
- Ability to communicate well verbally and in writing using the English language.
- Ability to respond sensitively to patient needs and/or situations.

#### **Aptitude Requirements:**

- Must be able to read English and write it legibly.
- Must be able to perform advanced math functions.
- Must have ability to analyze, reason, and make decisions.
- Must be able to learn and retain new skills.

#### **Environmental Requirements:**

- Most work is performed in store.
- Some exposure to outside elements.
- Possible exposure to chemicals and/or compounds throughout work shift.

## Certification/Licensing Requirements

- All employees must complete the Bi-Mart Pharmacy Technician Training Program and pass the Bi-Mart PDX competency exam.
- Washington employees must be certified and licensed in the state of Washington.
- Washington employees must complete, under the supervision of a state registered preceptor, 120 hours of Preceptor Training.
- Washington employees must complete 4 hours of AIDS Education.
- Oregon employees must be state registered.

This position summary covers most of the duties performed, however, other duties and responsibilities not listed may be assigned at the discretion of management.

**After reviewing this position summary, can you perform all of the functions listed?** ☐ Yes ☐ No

If no to the above, please identify any functions that you are unable to perform.

I verify that I have thoroughly reviewed the position summary for Certified Pharmacy Technician and that I understand the job requirements and essential job functions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_