



Posting Date: February 5, 2019

---

**PHARMACY TECHNICIAN – CERTIFIED/REGISTERED**

**FULL-TIME**

**PROVINCETOWN**

Under the supervision of the Pharmacist-In-Charge, the Pharmacy Technician performs many pharmacy-related functions under the direct supervision of the licensed pharmacist. Duties include filling and refilling medication orders, restocking shelves, checking for outdated medications to be returned, and preparing medications for shipping.

**ESSENTIAL JOB FUNCTIONS\***

- Perform pharmaceutical calculations & data entry of prescriptions to be dispensed
- Advise patients on questions regarding their medication, such as side effects, dosage, & strength.
- Provide exceptional customer service and accommodated customer needs in a timely, efficient, and caring manner
- Perform duties assigned by a licensed pharmacist. Areas of work are checked routinely for maintenance of quality control. Work is conducted in accordance with generally accepted standards of practice, following departmental procedures and policies as outlined in the department operations manual.
- Fill individual patient drug bins working from a medication fill list. Record doses for credit or charge. Acknowledge filling of cassette by initialing work done.
- Perform narcotic delivery to each nursing unit, and be certain records are kept accurate. Make sure pharmacists are aware of any returns, so they are processed accordingly.
- Prepare, in accordance with pharmacy law and standards of pharmacy practice, outpatient RX's to be dispensed after pharmacist approval.
- Using computer program, prepackage medications, which are not available in unit dose packages using automatic prepackaging and label machine. Keep records appropriate for recall purpose.
- Check and remove outdated meds on a routine basis to ensure that no deteriorated meds are in stock. Keep records appropriate.
- Prepare returns to wholesalers.
- Count stock and enter in inventory records
- Answer telephone courteously and receive orders.
- Collect payments and reconcile the register at the end of the day following established procedures.
- Tech will dispense needs in accordance with each insurance company policy.
- Dispense medications to individual patients when they pick them up.
- Answer telephone inquiries, referring callers to pharmacist when necessary.

**OTHER DUTIES AND RESPONSIBILITIES**

- Other related duties and projects as assigned.

### **PREPARATION, KNOWLEDGE, SKILLS & ABILITIES**

- Position requires knowledge of and experience with QS 1 software
- Registered /Certified Pharmacy Technician is required
- 3 years Pharmacy Tech experience a plus
- Basic computer knowledge
- Excellent customer services skills
- Able to work in a fast-paced environment

### **WORKING CONDITIONS/PHYSICAL DEMANDS**

Normal pharmacy environment

### **AAP/EEO STATEMENT**

Outer Cape Health Services is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities and conflict resolution.

It is also the policy of OCHS to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.