



**BOONE MEMORIAL HOSPITAL, INC.**  
**JOB DESCRIPTION**  
**PHARMACY TECHNICIAN**

**REPORTS TO:** Director of Pharmacy

**FORMAL EDUCATION REQUIRED:** Technician Training Program as outlined in WV Board of Pharmacy/ Legislature Rules 15 C.R.S. 7

**LICENSES AND EXPERIENCE REQUIRED:** As needed to meet the state of WV's "Pharmacy Technician's Registration" required.

**JOB DUTIES:**

1. Fill medication orders
2. Maintain patient medication records
3. Place orders for drugs and supplies when necessary
4. Issues supplies to other departments
5. Maintain the cleanliness and orderliness of the pharmacy
6. Share in the maintenance of inventory
7. Check stock for expired and unusable drugs
8. Check floor stock levels
9. Pickup and deliver orders
10. Check in orders from vendors
11. Price dispensed doses and prepare charging documents
12. Participate in the physical inventory of the pharmacy stock
13. Attend pharmacy staff meetings and educational sessions.
14. Attend hospital meetings and educational sessions.
15. Participate in pharmacy and hospital orientation programs
16. Note on the pharmacy want-book, items that are out-of-stock or in low supply
17. Transfer controlled substances from the record of administration to a charging document
18. Keep pharmacy publications updated
19. Restock floor stock drugs to designated areas-ER, Nurses Station, etc.
20. Credit patients for returned medications
21. Return relabeled medications to the shelves
22. Maintain bulletin boards
23. Answer the telephone and assist with patients at the window.
24. Perform preventative and corrective maintenance on pharmacy equipment when needed
25. Be prepared to participate in those situations where emergency services are needed.
26. Process employee prescriptions as allowed by State Board of Pharmacy regulations.
27. Completion of Annual Care Learning requirements.
28. Perform all duties necessary to complete inpatient medications box fill process.

29. Perform, using USP 797 compliant procedures, the daily IV Admixture process.
30. Acknowledge, in a timely manner, any hospital employee or visitor at the door.
31. Maintain proper attitude that fosters teamwork and a pleasant work atmosphere.
32. Be able to enter physician's orders into CPSI system when requested by pharmacist.
33. Others duties and tasks as assigned by supervisor.

- All work involving patient medications is to be done under direct supervision of pharmacist and/or checked by pharmacist.
- See updated list of Technicians Duties posted on Bulletin Board. Additional duties may be assigned by immediate Supervisor or Director of Pharmacy.

**PHYSICAL DEMANDS:**

Ability to perform various motor skills such as; hand, eye coordination, sitting or standing for long periods of time, walking, lifting (up to 20 pounds), climbing stairs, reaching, bending, twisting, pushing, pulling, squatting, grasping and arm-hand coordination on a continuous basis. Must be able to view and look at computer screens for long periods of time.

Employee Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*Revised: October 13, 2020*