

Sam Houston State University Human Resources

Staff Classification Description – Pharmacy Technician

Skill Category: Technical/Para-Professional

Position (Employee) Class: 4N138 (N1) 4N139 (NB) 4N141 (N2)

Grade: 9

Date: 04/2018

Department: Health Center

Educational & Experience Requirement: High school graduation or GED. Certified as a Pharmacy Technician from the Texas State Board of Pharmacy. Certification must be maintained as a condition of employment. One year retail pharmacy experience or related experience. Higher education experience preferred but not required. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Assists pharmacists in performing technical duties associated with the preparation of a prescription order. Works as part of the pharmacy team to ensure that each customer has a positive experience.

Supervision Given & Received: Works under general direction from the Pharmacist with general oversight by the Director of Medical Services.

Primary Responsibilities: Processes medication orders or prescriptions, accurately and safely and appropriately packages and labels medication doses. Fills and dispenses routine orders for stock supplies of patient-care areas. Refills and inventories stock and maintains inventories of medications through orders approved by the Pharmacist. Restocks supplies of vials, bottles, paper bags, and over-the-counter drugs. Assists with receiving, stocking and inventory. Assists the pharmacist in the preparation of patient, provider and nursing education. Assists the pharmacist in the retrieval of accurate, concise, applicable and timely drug information. Collects patient-specific data to assist the pharmacist in designing, implementing, monitoring, evaluating, and modifying patient pharmacotherapy to ensure effective, safe and economical patient care. Conducts monthly unit inspections surveying for expired medications or medications without appropriate labeling and identification, and provides a report of findings to the nurse manager and the pharmacist-in-charge. Retrieves medications from pharmacy stock and from the nursing units when notice of a drug recall is received. Assists in developing an inventory of items to be ordered from the wholesaler to ensure the pharmacy has adequate stock to meet patient needs. Maintains appearance of the office and supports management. Participates in clinic wide events to support the mission and vision of the department and university. Completes work activities through effective management of time, tasks, and available resources. Participates in implementing goals and objectives, and policy and procedures of the department and facility. Performs other related duties as assigned.

Other Specifications: Technicians must function in strict accordance with standard, written procedures and guidelines with deviation approved by the supervising pharmacist. Operates appropriately within the scope of certification. Must possess knowledge of pharmacy computer software, laws, policies and procedures related to pharmacy technicians. Manages own conduct, performance and attitude including time, space and paper; ethics; attendance and punctuality; and customer focus. Must have a positive attitude toward change, professional growth, and team work. Maintains patient and staff confidentiality in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) regulations. Alertness and extreme care is required to prevent injury to others. Work hours may vary upon operation time of the pharmacy and when the Pharmacist is absent.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.