

Job Description - Employee

Job Code:	BI56	Title:	Cert Pharm Tech I		
Grade:	43	Exempt/Non-Ex:	Non-Ex	Salary Plan:	BHS
Career Path:		Level:		CID Code:	Select Uniform Code
Company:	Select	Dept. ID:	Multi	Dept Name:	
Reports to Job Code:		Reports to Title:			
Analyst:		Approval Date:	03/26/2018		
Physical Demands Form Updated/Completed:		<input type="checkbox"/> Please check to acknowledge update/completion. Go To Physical Demands Form			
Summary Description:					
<p>One to three paragraphs describing job function. In addition to job qualifications this will be used for posting. This section should include tie to line of sight and employee engagement – how this job relates to our vision and mission. (Do not use bulleted text.)</p> <p>Pharmacy technicians, under the supervision of a licensed pharmacist, assist in various activities of the pharmacy department. Through the leadership of the Pharmacy Technician Supervisor(s) and the operations leadership team, the pharmacy technician is responsible for the essential functions and responsibilities outlined in this document, noting every employee is expected to perform other similar and related duties as assigned. Leadership has the right to change or add to the job responsibilities based on changes in workflows or processes as necessary.</p> <p>Demonstrate commitment and dedication to patient-centered delivery of care</p> <p>Employee is expected to:</p> <p>Obtain and maintain appropriate knowledge and understanding of Baystate Medical Center/Baystate Health (BH) Pharmacy Services. This knowledge includes the values, policies, and procedures of BMC/BH and BH Pharmacy Services. The incumbent serves as a representative of the department both inside and outside of the Pharmacy and Hospital and must adhere to system and department compliance policies, and any applicable laws and regulations and the Baystate Operating Principles.</p> <p>The certified pharmacy technician I is responsible for supporting dispensing and restocking functions from the central pharmacy to patient care areas utilizing automated inventory dispensing machines (e.g. carousel) and cabinets (e.g. Pyxis machines) as well as various medication trays and carts.</p> <p>Understand major job responsibilities and performance factors that help meet the responsibilities which include:</p> <ul style="list-style-type: none"> Drug Distribution Dedication to Quality Improvement Initiatives Customer Service & Teamwork Attendance <p>Demonstrate commitment and dedication to patient-centered delivery of care, including a thorough understanding of drug distribution workflows focusing on medication safety, quality and value; and participation in quality improvement initiatives.</p> <p>Adheres to system and department compliance policies, and any and all applicable laws and regulations.</p> <p>Performs other duties as assigned.</p>					
Job Requirements:					
Expansion of the summary description. Specific job related responsibilities that will be used to measure performance. Please check which job responsibilities are "Essential Functions" as defined by the Americans With Disability Act. View ADA Requirements				Essential Function?	% of Time

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1.	Distributive Pharmacy Services: Demonstrates a thorough understanding of the duties and responsibilities of the position to which he/she is assigned and performs various functions associated with the institutional drug distribution system and in accordance with regulatory and compliance standards. This includes, but is not limited to: Obtains a basic knowledge of the general chemical and physical properties of drugs handled in the pharmacy department. This includes identifying medications that are light sensitive, requires refrigeration, are caustic, or poisonous. Employee is also able to use reference books to locate stability information or material safety data sheets Operates automated technology (Pyxis, compounders, computers, etc.) in accordance to policy, procedures and manufacturing instructions. Appropriately utilizes the automated dispensing machines to facilitate medication dispensing in accordance with BH policy and procedure. Accurately prepares and distributes	☒	50%	
2.	Dedication to Quality Improvement Initiatives: Accurately refills, checks, locks and stickers code carts according to policy/procedure. Understands the various satellites and shifts and is familiar with the various specialty areas and procedures (Chemotherapy, ORs, IDS, BOSC, NICU, etc) Maintains a working knowledge of medication error prevention methods and handling/preparation techniques for high-risk or high-alert medications, including LASA medications Gains an understanding of population-specific preparation procedures (geriatric, adult, pediatric, and neonatal dosage forms and products)	☒	15%	
3.	Customer Service & Teamwork: Interacts effectively with other members of the department and health care team on a regular basis. Maintains attentiveness to the rights of patients. Maintains confidentiality of patient information. Triage orders, determines priorities, processes orders and notifies the pharmacist as appropriate. Receives and refers incoming calls for the department, handles pharmacy window.	☒	25%	
4.		☐		
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15.		☐		

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Qualifications	Unless otherwise required by certification, licensure, or registration, an equivalent combination of education and experience which provides proficiency in the areas of responsibility listed in this description may be substituted for the minimally required education and/or experience listed in the Qualifications section below.			
Minimally Required Education: If none required select "none required".		Preferred Education:		
High School/GED				
Minimally Required Experience: If none required select "none required".		Preferred Experience:		
Previous technician (acute/retail setting) experience required				
Skills/Competencies:				
Possesses good interpersonal, verbal, and written communication skills				
Understands the principles of staff engagement				
Proficient in computer skills (MS Word, Excel, PowerPoint) preferred				
Ability to work independently				
Demonstrated math skills				
License:	Pharmacy Technician License	State MA	Required/Preferred?	Required
<i>Please provide industry accepted acronym & description. i.e. CDL – Commercial Driver's License and State Requirement (MA or CT).</i>	_____	State	Required/Preferred?	
	_____	State	Required/Preferred?	
	_____	State	Required/Preferred?	
<i>Any job requiring CPR must have a minimum of Health Care Provider CPR training (CPR and AED) unless otherwise specified in the Certification section.</i>				
Certification:	PTCB	State	Required/Preferred?	Required
<i>Please provide industry accepted acronym & description. i.e. CPR – Cardiopulmonary Resuscitation and State Requirement (MA or CT)</i>	_____	State	Required/Preferred?	
	_____	State	Required/Preferred?	
	_____	State	Required/Preferred?	