



<b>TITLE: Pharmacy Technician/Clerk</b>	<b>DATE 09/16/2022</b>
<b>REPORTS TO: Executive Director</b>	<b>FLSA Full time hourly</b>

### **JOB PURPOSE**

The pharmacy technician/clerk will support pharmacy staff in accordance with Texas State Board of Pharmacy Class D pharmacy laws and SHM policies. The pharmacy technician/clerk works independently managing responsibilities. The technician instructs volunteer staff in processes and the electronic medication record.

### **ESSENTIAL FUNCTIONS**

- Assist pharmacy staff in counting and typing medication orders
- Staff medication pick up service
- Provide excellent customer service
- Order, receive, and maintain pharmacy inventory
- Generate and review reports, including pre-packed/nurse pre-packed medications
- Assist in supporting and training staff/volunteers with the electronic medication record
- Remove expired meds weekly
- Keep pharmacy clean and organized
- Communicate with the Volunteer Coordinator for pharmacy volunteer scheduling & needs
- Prescription Assistance Program
  - Provide training and development support to ensure all team members (staff, volunteers, and interns) demonstrate knowledge of the operating procedures and protocols of the PAP program
  - Work with medical providers and patients to apply for medications at no cost through pharmaceutical companies from PAP programs
  - Oversee medication check-in process and notify patients when medications arrive
  - Maintain PAP records according to SHM policies and procedures
  - Generate and review reports for Prescription Assistance Program

The above description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.



**WORK CONTEXT**

Job Reports to the	Executive Director
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	Manages department
Financial Accountability	Monitors expenditures
Customer Accountability	Interfaces with customers
Freedom to Act	Subject to regular review by supervisor

**MINIMUM QUALIFICATIONS**

**EDUCATION/TRAINING** – Pharmacy Trainee License or Active Pharmacy Technician Registration with the Texas State Board of Pharmacy is preferred. Current Pharmacy Technician Certification with PTCB or ExCPT is favored. \* Pharmacy Clerk willingness to learn and take the course to get the Pharmacy Trainee License.

**EXPERIENCE** – 1-2 years' experience in retail, closed door or Class D Pharmacy preferred. Experience with low-income, multi-racial, multi-ethnic populations preferred.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

**SUPERVISORY SKILLS** - Ability to train staff and volunteers. Ability to foster teamwork.

**COMMUNICATION SKILLS** - Professional verbal and written communication skills. Spanish language fluent or knowledge of medical terminology in Spanish is preferred.

**COMPUTER SKILLS** – Proficiency with Microsoft Office. Experience with Electronic Medication Records system preferred.

Attention to detail and accuracy required.

The above description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.