

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 2051
Grade: PB
FLSA: Non-Exempt

Standard Job Description

Job Title
Pharmacy Technician

Department
Pharmacy
JHS Inpatient & Cermak

Job Summary

Under supervision, provides pharmaceutical care to all areas of Pharmacy Services including Inpatient and Outpatient services.

Typical Duties

- Gathers and delivers medications to/from patient care units
- Fills and prepares Pyxis for patient specific medication needs
- Prepares intravenous admixtures, including chemotherapeutic agents
- Prepares stock requisitions and places stock in proper storage locations
- Returns medications to stock
- Rotates and inspects medications for expiration dates
- Receives medications from the storeroom or outside delivery
- Fills orders for par-stock replenishment, as needed
- Prepares extemporaneous solutions and/or ointments, as needed
- Prepares medications for unit-dose distributions
- Answers and screens telephone calls for pharmacist, as needed
- Troubleshoots problems related to Pyxis stations
- Performs documentations, as instructed
- Performs other duties as assigned

Reporting Relationships

Reports to the Staff Pharmacist

Minimum Qualifications

- High school diploma or GED equivalent
- Must hold active certification from the Pharmacy Technician Certification Board (PTCB) or Exam for the Certification of Pharmacy Technicians (ExCPT)
- Licensure as a pharmacy technician in the State of Illinois
- One (1) year of full-time work experience in a hospital as a Pharmacy Technician
- Must demonstrate the ability to type at a corrected rate of 15 words per minute

Preferred Qualifications

- Bilingual skills in English and Spanish

Knowledge, Skills, Abilities and Other Characteristics

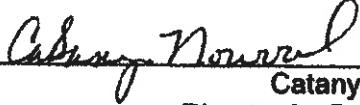
- Knowledge and familiarity with hospital and pharmacy policies, procedures and techniques
- Effective interpersonal communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Ability to follow written and verbal instruction from other staff and supervisors
- Ability to maintain the confidentiality of patient related materials in compliance with HIPAA requirements
- Desire and ability to provide excellent patient service at all times
- This position requires various types of physical exertion including, but not limited to, walking, climbing, pulling, pushing, prolonged standing, and lifting and moving heavy objects

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:  4/27/16
Catanya Norwood Date
Director for Bureau of Pharmacy

Approval: _____
Gladys Lopez Date
Chief of Human Resources