



**Job Code:** 4688  
**Grade:** 13-A1178  
**HCWR:** N

**Job Title**  
Pharmacy Technician

**Department**  
Pharmacy Services

**Job Summary**

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

**Typical Duties**

- Accurately fills medications and supplies from all areas of Pharmacy Services.
- Prepares stock requisitions, places stock in proper storage place, delivers supplies and obtains stocks from storage room.
- Accurately enters Over-the-Counter (OTC) and supply orders into computer.
- Returns medications back to stock.
- Operates robotic machinery after proper training has been provided.
- Receives prescriptions into the pharmacy from ambulatory care patients.
- Rotates stocks and checks for expired medications.
- Answers and screens telephone calls for pharmacists.
- Answers patient inquiries at pharmacy window.
- Troubleshoots problems involving particular prescriptions
- Receives and reviews prescriptions to provide fast and courteous service to patients.
- Announces the names of patients whose prescriptions are available for pick-up.
- Performs miscellaneous assignments given by pharmacist or supervisor, including but not limited to, clerical functions, organizing and maintaining good housekeeping for the pharmacy work areas.
- May be assigned to different areas of pharmacy to provide proper coverage.
- Performs related duties as required.

**Minimum Qualifications**

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

**Preferred Qualifications**

- Bilingual

**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



**Knowledge, Skills, Abilities and Other Characteristics**

- 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 objects weighing up to 50 pounds

**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.**