



## JOB DESCRIPTION FORM

**Job Title:**

Pharmacy Technician / Trainee

**Department:**

Pharmacy

**Job Summary:**

Reports directly to the Pharmacy Supervisor and responsible for the preparation of the prescription by retrieving, counting, pouring, weighing, measuring, and sometimes mixing the medication. Prepares the prescription labels, selects the type of prescription container, and affixes the prescription and auxiliary labels to the container. Computes and determines price and files the prescription, which must be checked by a Registered Pharmacist before it is given to the patient.

**Duties and Responsibilities:**

1. Greets and receives customers and provides assistance by explaining and clarifying prescriptions, answering simple queries, providing assistance in locating pharmacy items and etc.
2. Assists the Registered Pharmacist in providing and dispensing medication and other health care products to patients.
3. Receives written prescriptions or requests for prescription refills from patients and prescriptions sent electronically from the doctor's office.
4. Performs routine tasks to help prepare prescribed medication for patients, such as counting tablets and labeling bottles.
5. Consults the Pharmacy Supervisor and/or Registered Pharmacist and refers any questions regarding prescriptions, drug information, or health matters to a pharmacist.
6. Verifies whether the information on the prescription is complete and accurate.
7. Prepares the prescription by retrieving, counting, pouring, weighing, measuring, and sometimes mixing the medication.

8. Prepares the prescription labels, selects the type of prescription container, and affixes the prescription and auxiliary labels to the container.
9. Computes and determines price and files the prescription, which must be checked by a Registered Pharmacist before it is given to the patient.
10. Establishes and maintains patient profiles, prepares insurance claim forms, and stocks and takes inventory of prescription and over-the-counter medications.

<b>Job Specifications:</b>
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1. Education: High School Diploma or equivalent
2. Licensure and/or Certification Required: NHA or PTCB
3. Minimum of 1 year experience in the preparation of the prescription by retrieving, counting, pouring, weighing, measuring, and sometimes mixing the medication. Must have thorough familiarity in preparing the prescription labels, selecting the type of prescription container, and affixing the prescription and auxiliary labels to the container. Computes and determines price and files the prescription, which must be checked by a Registered Pharmacist before it is given to the patient.
4. Effective team player. With very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
5. Must have the behavioral sensitivity, maturity, diplomacy and tact in addressing complex situations and handling irate customers.
6. Outstanding oral and written communication skills.
7. Strong ethics and a high level of personal and professional integrity.
8. Must have basic familiarity on federal and state laws and requirements relating to healthcare management.
9. Computer literate and very highly proficient in using MS office programs.