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| **Position Title:**  Certified Pharmacy Technician  **Department:** Pharmacy  **Reports To:** ~~Nursing/Pharmacy Manager~~ Oncology Operations Manager | **FLSA Status:** Non-exempt  **Last Reviewed:** June 2021 |

**SUMMARY OF DUTIES:** The Certified Pharmacy Technician is responsible for the accurate medication selection and preparation of medications to be administered to patients in accordance with all federal, state, and local laws and recognized best practices. This position also requires the technician to manage inventory and supplies according to the appropriate level forecasted for patient volume and treatments.

**ESSENTIAL FUNCTIONS**:

* Demonstrates and hold self and others accountable to the GBO values of:
  + Pursue Empathetic, Caring Relationships: We will care about our patients and about each other
  + Embrace the Difficult: We courageously seek challenges and change
  + Take Responsibility: We take ownership for our actions, provide solutions to problems and demand the same for each other
  + Be Better: We constantly seek opportunities to learn and improve who we are and what we do
* Prepares chemotherapy and other sterile products accurately, using aseptic technique in accordance with organizational policies and all federal, state, and local laws and recognized best practices.
* Follows all federal, state and local laws, recognized best practices, organizational policies, procedures, and safety standards for handling and disposal of chemotherapy and other hazardous drugs.
* Cleans primary engineering controls and ISO classified areas according to policies and procedures.
* Performs inventory management duties such as, ordering, receiving, shipping, storing, and reviewing/approving medication charges following established policies and procedures.
* Documents patient data accurately and efficiently using the electronic medical record and maintains accurate documentation of clinical trial records and inventory.
* Participates in the development and implementation of pharmacy policies and procedures.
* Communicates effectively and professionally with other members of the health care team.
* Participate in professional development through continuing education to acquire and maintain current knowledge in pharmacy practice.
* Assists in the orientation and training of new team members.
* Maintains patient confidentiality by following HIPAA guidelines.
* Maintains regular and reliable attendance and participates in department meetings.
* Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Proper aseptic technique.
* Proper handling of hazardous medications.
* Knowledge of HIPAA, USP 797, USP 800, OSHA, and NIOSH regulations.
* Knowledge of sterile compounding standards and industry best practices.
* Ability to effectively communicate, both orally and/or in writing, with physicians, co-workers and customers, in occasionally stressful situations.
* Basic computer and office equipment skills.
* Ability to prioritize multiple projects, assignments, and work demands.
* Ability to recognize and respond appropriately to emergency situations.
* Ability to adapt to schedule changes and overtime hours as necessary.
* Will rotate to various GBO facilities as needed.
* Ability to accurately interpret instructions, policies and procedures and to take initiative and make rational decisions to resolve given tasks.

**QUALIFICATIONS AND EXPERIENCE:**

* High School Diploma or GED
* Maintain current Pharmacy Technician Certification or obtain Pharmacy Technician Certification within six months of employment.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

* Regularly required to stand; sit; twist; bend; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
* Occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.
* The employee must regularly lift and/or move up to 50 pounds.
* Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to smell and to adjust focus.
* Employee is exposed to hazardous chemicals and is required to use personal protective equipment (PPE), to prevent exposure to hazardous agents.

*This above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so may the functions of this position.*