

 Oroville Hospital	Job Description for Lead Pharmacy Technician	Department:	Pharmacy
		Dept. #:	8390
		Last Reviewed:	05/08; 08/12
		Last Updated:	

Reports To

Director of Pharmaceutical Services

Job Summary

The Lead Pharmacy Technician performs, under supervision, a variety of technical duties related to the preparing and dispensing of drugs according to standard procedures. In conjunction with the Director of Pharmacy, takes a leadership role with the Pyxis automation system to prevent error. Errors may be serious to the degree of their affecting a loss of revenue, maintenance of undesirable inventory levels, and problems reconciling control drug dispensing records.

Duties

1. Works with Pharmacist filling cubicles to and from nurses' station
2. On Schedule II drugs, prepares renewal slips or, if not properly renewed by physician, prepares stop order slips.
3. Checks and fills floor stock items at hospital stations. Posts to stock books, prepares and distributes written Discrepancy Reports.
4. Fills orders, medication carts, or stock requisitions
5. Answers telephone and directs call to appropriate personnel
6. Enters medication orders into the pharmacy computer system
7. Maintains logs, records and other required documentation, files documentation in the appropriate location
8. Assist with inventory control including checking stock for expiration dates
9. Operates unit dose packaging equipment
10. Provides technical support for the automated Pyxis equipment
11. Assist in the training of other Pharmacy Technicians
12. Assists in developing Pharmacy procedures
13. Develops and maintain integrity of automated medication dispensing
14. Assists department manager with performance evaluations for the pharmacy technicians
15. Enters charges and credits for patient medications

Qualifications

1. Must be able to operate a typewriter, adding machine and computer
2. Needs to know how all IV's are made for proper charging
3. Must have knowledge of drugs, quantities normally dispensed, and generic equivalents
4. Must be able to perform basic mathematical calculations
5. Three years prior hospital experience required

Lifting Requirements

Sedentary—generally lifting not more than 10 lbs. maximum and occasionally lifting and/or carrying such articles as ledgers, files, and small items.