Position Title: Pharmacy Technician  
Department: Health  
Immediate Supervisor: Chief Pharmacist  
Employment Status: Non-exempt  
Mandatory Reporter: No  
Opening Date: Friday, August 31, 2018  
Closing Date: Friday, September 14, 2018 by 5:00 p.m.

Primary Responsibilities of the Pharmacy Technician

- Provides customer service including assisting patients and other healthcare providers with questions and concerns. Directs patients and other healthcare providers to the appropriate pharmacy staff member or health department staff member.
- Assists the pharmacists to assure that prescriptions are filled, labeled, and dispensed accurately and timely, and in compliance with laws and regulations.
- Performs duties involving the patient check in and check out process in the waiting room and drive thru window, and answering phones.
- Oversees the procurement of pharmaceuticals, office supplies, and fiscal accountability as it applies.
- Navigates through information regarding patient medication profiles through the Resource and Patient Management System (RPMS)/Electronic Health Record (EHR) and processes prescriptions and manages workflow through ScriptiPro.
- Maintains the procurement and recordkeeping of pharmaceuticals and pharmaceutical supplies for the Tribal Pharmacy and Health Department inventory.
- Performs other duties as assigned by appropriate person.

Day-to-day Responsibilities

- Prepares medication for patients through mixing, counting medications, and labeling bottles under the direct supervision of a pharmacist, assuring accuracy which is verified by a pharmacist.
- Receives and verifies new prescriptions as Formulary or Non-Formulary products and directs them for processing accordingly.
- Reviews written and telephoned refill requests and directs them for processing accordingly.
- Performs drug storage inspections, per policies and procedures, for a pharmacist's review and action as appropriate.
- Compiles and places orders for pharmaceuticals and pharmaceutical supplies, based on inventory control system, according to purchasing guidelines and budget. Receives and checks stock orders. Replenishes inventory on shelves in pharmacy and health clinic. Prepares documents for finalization by a pharmacist.
- Replenishes active stock of bottles, vials, and supplies on a daily basis.
- Assures compliance with Health Department Infection Control guidelines in works area and patient areas.
- Maintains the pharmacy prescription filing system, records, and assists with pharmacy billing.
- Reviews medication recalls, reconciles billing from contract wholesaler & contract pharmacy.
- Upholds patient privacy at all times.
- Adheres to all PBCI Policies and Procedures.

Education/License/Certification/ and Experience Requirements

- High School Diploma or equivalent required. Associate's Degree preferred.
- Active unrestricted registration as a Pharmacy Technician with the Alabama State Board of Pharmacy or must become registered with the Alabama State Board of Pharmacy within thirty (30) days from date of hire.
- Must Possess Certification (ChPT) through the Pharmacy Technician Certification Board or National Healthcare Association; or pass certification exam and obtain certification within one (1) year from date of hire.
- Must maintain current professional licensure in Basic Life Support (BLS) or obtain licensure within ninety (90) days of date of hire.
- Minimum one (1) year experience in pharmacy and/or medical/clinical field with documented employment required.
- Minimum one (1) year experience in customer service required.

Skills Required

- Absolute confidentiality, adhering to HIPAA guidelines and the Privacy Act.
- Must have knowledge of current legislation that affects the health care program and delivery system.
- Must have a working knowledge of computers and electronic health records, with the ability to work in a Windows environment with various software programs such as Microsoft Office software and etc. Must successfully pass pre-employment computer skills exam.
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Adept at multi-tasking, have unquestionable integrity, with an uncompromising commitment to quality.
- Must be able to work in a team environment and independently.
- Must be people oriented and relate well to people from diverse backgrounds.
- Must possess good eyesight (with or without corrective lenses), good manual dexterity, ability to bend, lift, and stand for periods of time.
- Exceptional interpersonal and communication skills, both verbally and in writing.

Additional Requirements

- Ability to work odd and irregular hours, as needed.
- Must successfully pass the required criminal and character background check.
- Ability to travel and participate in required training, leadership development, and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in Building 500. A resume will not be accepted in the place of an application. Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.