

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-23-91

Closing Date: Open until filled



POSITION TITLE: Pharmacy Technician

DEPARTMENT: Pharmacy

Position Summary:

Under general supervision of the Registered Pharmacist, serves as a support function, requiring a practical knowledge of pharmacy skills and techniques to perform routines and procedures of the department. Utilizes general knowledge of pharmaceutical and medical terminology and basic experience to facilitate work on general and less familiar tasks that may occur in the department. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Works with the Pharmacist in setting up prescription orders from familiar items in prepackaged and pre-labeled containers; counts from stock bottles following a direct copy of the physician's medication order; and places them in vials and/or packages for final check by the Pharmacist.
- Reconstitutes certain sterile medications when one step procedures and measuring is involved; e.g., reconstitutes antibiotic bottles and/or vials with predetermined amounts of fluid and if necessary mixes these with IV solutions or other medications for final check by Pharmacist.
- Receives, stores properly, accounts for, and orders the supplies of the department in coordination with the Chief Pharmacist utilizing standard established stock levels or directs and coordinates efforts of pharmacy aids in this function.
- Prepackages or directs efforts of aids in prepackaging all pharmaceuticals that may be prepackaged for use by the Pharmacist.
- Compounds, packages, and labels complex products. Measures, weighs, mixes ingredients with the use of a formula card and affixes a proper label on a suitable container for final check by the Pharmacist.
- Receives and fills orders from clinic exam rooms, urgent care room, field clinics, etc., for a wide variety of items that are stocked in the Pharmacy and to utilize substitute items in familiar situations. Makes routine tours of service areas to ascertain replenishment levels from established suitable levels of supplies.
- Identifies customer/patient needs and expectations and responds to them in a timely and effective manner. Anticipates and prevents delays or other things that can adversely affect the customer/patient. Keeps customer/patient informed about the status of pending actions.
- Adheres to regulatory and organizational standards affecting patient care and safety as well as all organizational and departmental policies and procedures. Practices in a safe and cost effective manner.
- Performs basic calculations for compounding and order processing with accuracy.
- Completes assigned station checks thoroughly each month.
- Answers phones. Checks and responds to emails each shift.
- Provides training and orientation to new pharmacy staff and students.
- Performs minor troubleshooting on pharmacy automation and takes initiative to contact vendors for support, as necessary.
- Demonstrates initiative to maintain and enhance knowledge and skills required to perform duties.
- Performs the basic actions to correct and resubmit rejected pharmacy claims from Point of Sale (POS).
- Performs other related sequences of tasks that have been planned by WIHCC and agreed to by the Chief Pharmacist with policy guidelines and minimal interpretation of the work assignments.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.

- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

High School Diploma or GED. Experience working in a Pharmacy. Pharmacy Technician certification is required. Must attain a BLS/CPR certification within 6 months of employment. Proficiency with computers; RPMS/EHR experience a plus. Fluent in the Navajo language is preferred to help interpret and provide education and consultation to Navajo-speaking patients. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge of pharmaceutical nomenclature; various formulas, strengths, and unit measures of drugs; pharmaceutical systems of weights and measures; work techniques and pharmacy procedures.
- Knowledge of the routines and procedures of a pharmacy.
- Knowledge of RPMS/EHR and pharmacy management software and automation.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge and understanding of pharmacy Point of Sale.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Skill in the operation and care of various types of pharmacy equipment such as counting and labeling machines and in the care and distribution of pharmaceuticals.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.