

**FULTON COUNTY MEDICAL CENTER  
POSITION DESCRIPTION**

**POSITION TITLE: CERTIFIED PHARMACY TECHNICIAN**

**REPORTS TO: DIRECTOR OF PHARMACY**

**REVISION DATE: SEPTEMBER 2004**

**I. POSITION SUMMARY:**

Supports Director of Pharmacy and Staff Pharmacist with parallel technical duties performed under supervision.

**II. EDUCATION/LICENSURE/CERTIFICATION/REGISTRATION:**

1. Graduation from ACPE accredited Pharmacy Technician program.
2. Passing of State Board Pharmacy Technician Exam with certification.
3. Must have 20 hours of continuing education and two hours of Pharmacy law continuing education and keep on file for two years upon re-certification.

**III. CUSTOMER FOCUSED EXPECTATIONS:**

While performing the essential functions of this position, the staff member must strive to keep the mission, vision, and values of the Fulton County Medical Center, and be committed to the improvement and best interests of the facility and the services the Pharmacy provides.

**IV. TYPICAL PHYSICAL DEMANDS:**

1. The ability to lift, carry, push or pull up to 15 pounds, and occasionally lift, carry, push or pull over 15 pounds.
2. Standing and walking 30-35% of time, and sitting 65-70% of time.
3. Hand-Eye coordination, finger dexterity, and functional visual ability.
4. Occasional bending, twisting, and reaching at/or above and below shoulder level.

**V. TYPICAL MENTAL DEMANDS:**

1. Ability to work under pressure and adapt to constantly changing working conditions and levels.
2. Ability to interact with a variety of people, handle stressful situations and conflict.
3. Ability to keep up with knowledge of new medication protocols, and pharmacy laws.

**VI. WORKING CONDITIONS:**

Exposure to prolonged viewing of computer, numerous noise distractions, phone calls

**VII. EQUIPMENT TO BE USED:**

1. Computer
2. Telephone system
3. Printer
4. Copy Machine
5. Facsimile Machine
6. Typewriter
7. Calculator/Adding Machine
8. Medication Carts
9. Laminar Flow Hood

- Mid Probation** 45 days after hire
- End Probation** 90 days after hire
- Annual**



Employee Name: <input style="width: 95%;" type="text"/>	Department: <input style="width: 95%;" type="text"/>	Current Title: <input style="width: 95%;" type="text"/>	Supervisor Name/Title: <input style="width: 95%;" type="text"/>
--	---	--	--

<b>Methods of Measurement Include the Following:</b>		<i>AGES SERVED</i>	
<input type="checkbox"/> Direct Observation	<input type="checkbox"/> Documentation	<input type="checkbox"/> Neonates (< 30 days)	<input type="checkbox"/> Adults (> = 18 years and < 65 years)
<input type="checkbox"/> Feedback from staff or patients	<input type="checkbox"/> PI Reports	<input type="checkbox"/> Infants (> 30 days and < 1 year)	<input type="checkbox"/> Geriatrics (> = 65 years)
<b>Period Covered by this Evaluation:</b> <input style="width: 95%;" type="text"/>		<input type="checkbox"/> Pediatrics (> = 1 year and < 13 years)	<input type="checkbox"/> Not Applicable
		<input type="checkbox"/> Adolescents (> = 13 years and < 18 years)	

	Rating			
	D	M	E	
<b>FACILITY WIDE COMPETENCY</b>				<div style="border: 1px solid gray; height: 400px; width: 100%;"></div>
<b>INSTITUTIONAL AND/OR PROFESSIONAL STANDARDS</b> <ul style="list-style-type: none"> <li>Comply with regulatory agencies, and institutional and operating systems.</li> <li>Adhere to all Hospital Policies and Procedures as they apply to the area.</li> <li>Knowledge and adherence to Infection Control and Environment of Care Guidelines and Procedures as they are described in the annual education module.</li> <li>Protect patient/customer confidentiality.</li> <li>Comply with HIPAA regulations as they apply to the job.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>PERFORMANCE IMPROVEMENT</b> <ul style="list-style-type: none"> <li>Adhere to current organizational Performance Improvement priorities</li> <li>Participate in quality studies through data collection</li> <li>Make recommendations and take actions to improve structure, system or outcomes</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>CUSTOMER SERVICE</b> <ul style="list-style-type: none"> <li>Demonstrate the values of the organization: respect, honesty, integrity, compassion, fairness, innovation and stewardship of our resources.</li> <li>Demonstrate commitment to serving the customer.</li> <li>Demonstrate excellence in communication with the customer.</li> <li>Create a welcoming environment for the patients, family and other interdisciplinary team members</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

ESSENTIAL FUNCTIONS	D	M	E	Comments
1. Initiates patient medication and in profiles with documentation of accurate patient information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Accurately transcribes medication order (oral and parenteral) onto medication and IV profiles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Processes orders for medications and delivers them under the unit dosage system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Prepares, labels, and delives large volume IVs, gyperalimentation, and admixtures for nursing units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Assists the Pharmacist in mathematically computing dosage with regard to IV preparation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Orders, receives, and stocks drugs and supplies, rotates stock, monitors expiration dates/monthly on all drugs and drug related inventory within the hospital.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Assist with processing and packaging drug returns, prepares and dispatches patient billing information, and maintains control of inventory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Maintains safe environment in compliance with infection control policies, proper cleaning of laminar flow hood, and use of aseptic techniques when applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Communicates appropriate information to nursing/ancillary units through u se of monthly inspection reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Documents and labels completely and accurately as required for all medications, including controlled substances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Assists in preparation and labeling of outpatient prescriptions, following established procedures for documentation and billing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Is responsible for understanding and participating in Quality Assurance procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Assist in training of new personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Non Essential Functions:	D	M	E	Comments
1. Participates in professional development activities: a. In-service classes or on-line courses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	b. Shares knowledge with others. c. Reads in-house communications				
2. Work Habits:	a. Complies with attendance policies. b. Dresses according to the departmental dress code c. Organizes times, sets priorities d. Spends free time in a constructive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Initiative and judgment:	a. Makes necessary work related judgments based upon factual information b. Completes assignments with minimal directions and in a timely manner c. Adapts to a changing work load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D= Does Not Meet Expectations	M= Meets Expectations	E= Exceeds Expectations
<b>Comments:</b> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>		
<b>Future Plans and Actions:</b> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>		
<b>Employee Comments:</b> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>		
<p>To update our files, please answer the following questions:  Have you received a higher education degree in past 12 months: Yes___ No___  Please forward to Human Resources  Have you received a certification in the past 12 months: Yes___No___  Please forward to Human Resources</p>		

**I have reviewed this Performance Evaluation**

---

Employee Signature

---

Evaluator Signature

---

Department Head or Designee Signature

---

Date

---

Date

---

Date