



**Cross Road Medical Center
Job Description**

JOB TITLE: PHARMACY TECHNICIAN
DEPARTMENT: Pharmacy Services
REPORTS TO: Pharmacist
SUPERVISES: N/A
DESCRIPTION STATUS: New 01/10
SUPERSEDES: ALL PREVIOUS

JOB PROVISIONS:
1. Full-time Non-exempt
2. Wage: as determined by Administration
3. Benefits: As outlined in Personnel Handbook

POSITION SUMMARY: Assist in the pharmacy under the guidance of the pharmacist.

ESSENTIAL JOB QUALIFICATIONS:
(Any equivalent Combination of Knowledge, Skills, Abilities, Education, and Experience)

1. **Education:** High School Graduate
2. **Experience:** N/A
3. **Other Qualifications:**
 - a. Basic typing/computer skills
 - b. Customer Service skills
 - c. Able to or possess a Pharmacy Technician License from State of Alaska
 - d. Standing for extended periods of time
 - e. Stooping and kneeling to reach difficult places
 - f. Lifting boxes ranging from 10-25 pounds
 - g. Working in a confined space

ESSENTIAL JOB FUNCTIONS:
(Responsibilities, Accountabilities, and Competencies; May not include all duties of this job)

A. JOB DUTIES

1. Ordering new medications
2. Stocking shelves
3. Checking out-dates on medications
4. Available to answer phone in pharmacy
5. Entering information into the computer, including accurate insurance information
6. Retrieving labels, placing labels on containers
7. Pouring and counting medications
8. Handing filled scripts to patients
9. Comply with all CRMC policies

B. CORE VALUES

1. Subscribes to the purpose, objectives and Doctrinal Statement as stated in the Personnel Handbook

This Job Description reflects Cross Road Medical Center's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. **Your signature indicates you have read this Job Description and understand the essential qualifications and functions of the job.**

Employee Signature: _____

Employee Printed Name: _____

Date: _____

HRD Signature: _____

Date: _____