

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



PHARMACY TECHNICIAN

JOB CODE: 37700	PAY GRADE: 6	PAY RANGE: \$27,000 - \$43,200
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GENERAL DESCRIPTION

Under the general supervision of the Director of Nursing, and RN - Clinical Supervisor, this position is responsible for ordering and monitoring medical supplies and pharmaceuticals, and for performing clerical duties necessary to manage/maintain the medical units. Position also assists administrative staff with other duties upon request. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Calls/faxes/emails orders for medication and medical supplies; receives shipments from the pharmaceutical and/or supply companies; conducts inventory of all items ordered/received to assure accuracy of the order;
- Assures product received from the pharmacy or other vendor is packaged and labeled appropriately prior to delivering stock to medication areas;
- Places stock medications on shelves in pharmacy area, delivers medications and supplies to staff, and/or clinical locations within the department, pursuant to appropriate regulations and procedures;
- Monitors pricing on a constant basis, solicits companies in order to obtain better pricing; assists the Health Services Administrator in securing contracts with said agencies; verifies pricing on all invoices prior to submission for payment;
- Monitors par levels and orders over-the-counter medications and stock medications; assures levels do not exceed our requirements; communicates with nursing supervisors regularly to assure that par levels are adequate;
- Examines product for expiration dates on a monthly basis; pulls expiring product (Pharmacy Stock, Nurse's Stations and Emergency medications);
- Conducts/documents counts for all sharp equipment and supplies, keys, and narcotic medications every shift; assures all new product is placed on a count prior to the end of shift;
- Maintains cleanliness of the pharmacy storage areas, carts, equipment and supplies; utilizes the "first in first out" (FIFO) method of storage;
- Makes suggestions for efficiency and effectiveness when necessary and appropriate;
- Performs non-invasive procedures as assigned, upon completion of training;

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- Keeps all areas stocked with appropriate office supplies and forms, as assigned;
- Performs routine inspections of emergency equipment and supplies to assure availability, and product specification compliance;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

QUALIFICATIONS

- High School Diploma or G.E.D.
- Successful graduation from an approved pharmacy technician training program and valid Registered Pharmacy Technician license (RPT)
Note: Any pharmacy technician registered before January 1, 2011, who has worked as a pharmacy technician for a minimum of 1500 hours under the supervision of a licensed pharmacist or received certification as a pharmacy technician by a certification program accredited by the National Commission for Certifying Agencies is exempt from the requirement to complete an initial training program.
- One (1) year experience as a pharmacy technician
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Communication skills, both verbal and in writing as necessary for successful performance of job duties
- Demonstrates professionalism and adheres to ethical and legal standards of professional practice
- Knowledge of organizational policies, procedures, practices, rules and regulations governing activities of the administrative functions and their interpretations
- Ability to work independently on complex and confidential tasks
- Ability to interact effectively and courteously with all, and to establish and maintain effective working relationships with members, other agencies and the public
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 2 hours per day
- Stand up to 4 hours per day
- Walk up 2 hours per day
- Drive up to 1 hour per day
- Continuously lift up to 10 lbs.
- Frequently lift up to 20 lbs.
- Occasionally lift up to 50 lbs.
- Continuously bend, reach, or twist
- Occasionally squat or kneel