

JOB VACANCY ANNOUNCEMENT

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| Opening Date: | March 10, 2020 | Closing Date: | Until Filled |
| Position: | <u>Pharmacy Technician</u> | Reports to: | Director of Pharmacy |
| Salary/Wage: | Grade 6; \$24.41 - \$26.96/HR DOE | Department: | Pharmacy |
| Hours: | Sunday through Saturday ; shifts may vary | Location: | ASNA |

Brief Summary:

Perform the technical functions associated with the delivery of pharmaceutical care by maintaining proper stock levels in all pharmacy locations, compounding or otherwise preparing, filling, pricing, and delivering pharmaceuticals or other related items. May perform duties such as typing prescriptions, completing reports, operating and maintaining automated dispensing devices, inputting computer data, and providing customer service.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience/Licensure:

- High school diploma or general education degree (GED).
- One to two years of related experience *or* equivalent combination of experience and training preferred.
- Licensed with the State of Alaska Board of Pharmacy as a Pharmacy Technician.

Essential Job Functions

- Greet and assist customers at the Pharmacy; answer department phones.
- Sign out medication(s) to patients and offer counseling by a pharmacist regarding their medications.
- Take medication refill requests over the telephone.
- Pull medical record charts of patients requesting medication refills, fill out appropriate paperwork for medication refills.
- Enter prescription information for patients into the computer to generate labels for the prescription bottles.
- Enter prescription information for inpatients from the Medication Administration Record (MAR's).
- Prepare drug orders for inpatient, outpatient, and emergency departments.
- Prepare drug orders for Pyxis and fill Pyxis after a pharmacist checks orders.
- Assist in filling (selecting, counting, packaging) prescriptions for hospital and village use.
- Return medications that are filled for patients that are not picked up after two weeks.
- Order medications from the wholesaler when stock is getting low.
- Unpack all drug shipments and stock shelves, bins, and refrigerator.
- Maintain records of pharmacy transactions as required by law and as necessary to maintain control and accountability of all medications.
- Assist in the managing all physical resources necessary for the safe, effective, and efficient operation of the pharmacy.
- Pull and return outdated, overstocked, and/or damaged medications to the vendors for credit as appropriate.
- Fill stock orders for the village clinics and prepare for shipping via air cargo.
- Prepare medications (for specific patients) for daily village shipments.
- Prepare medications for the North Slope Borough Fire Department.
- Check and track expiration dates on all crash carts, poison and emergency cabinets on a daily basis to ensure that they are intact.
- Check all drug storage areas on a monthly basis to ensure that the medications are being stored correctly and are not outdated.
- Check temperatures on drug storage refrigerators in the pharmacy and throughout the hospital.

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This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.