
Auburn University Job Description

Job Title: **Tech I, HSOP Pharmacy**

Job Family: No Family

Job Code: **EA15**

Grade HW02 \$27,500 - \$37,100

FLSA status: Non-exempt

Job Summary

Under close supervision of a Pharmacist, the Harrison School of Pharmacy (HSOP) Pharmacy Technician I provides skilled and technical assistance in pharmacies operated by the Harrison School of Pharmacy to include assisting with dispensing prescriptions, providing routine customer service to patients, and assisting in maintaining inventory.

Essential Functions

1. Assists a registered pharmacist in dispensing prescriptions to patients to include receiving prescription refill requests and new prescription requests, verifying that information is accurate, and entering prescription information into computer database accurately and efficiently.
2. Provides customer service by responding to routine inquiries concerning prescriptions, prescription insurance coverage, and pharmacy prescription records. Forwards complex issues to supervisor or more senior level technician.
3. Assists in maintaining pharmacy inventory in roles to include receiving medications, verifying medication shipments, approving invoices, stocking, and checking for outdated medication currently in inventory.
4. Maintains and stocks automated dispensing machines.
5. Performs payment processing, cashier functions, and basic financial reporting including daily transactions and opening and closing cash register.
6. Completes continuing education and required job training courses pertinent to the position.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent.
Experience (yrs.)	0	Experience in providing assistance to a pharmacist or in a pharmacy setting.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Basic knowledge of pharmacology terminology and prescriptions. Basic knowledge of pharmacy calculations. Basic knowledge of processes, methods, and procedures of all federal, state and local regulations applicable to pharmacy as well as basic knowledge of prescription filling processes. Knowledge of principles and processes for providing customer and personal services to include customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Accurate data entry skills. Ability to learn multiple pharmacy related software programs and their utilization. Basic knowledge of financial reporting, critical thinking, and problem solving. Generally acceptable communication skills for communicating with a wide variety of individuals.

Certification or Licensure Requirements

AL Pharmacy Technician License required.
National Pharmacy Technician Certification desired.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, talking, hearing, handling objects with hands, .

Job occasionally requires walking, sitting, reaching, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/21/2021
