



Society of

St. Vincent de Paul

NORTH TEXAS

St. Vincent de Paul Pharmacy

- Job Description:** Pharmacy Technician
- Category:** Hourly/Nonexempt Part Time
- Reporting:** This position reports directly to the Pharmacist In Charge

Job Summary:

This position is responsible for assisting the pharmacist in the operations of the department including but not limited to entering and filling prescriptions, receiving and stocking merchandise, processing outdates and returns, pharmacy reporting and coordinating pharmacy volunteers.

Duties and Responsibilities:

- Under the direct supervision of the Pharmacist in Charge, the Pharmacist Technician receives prescriptions, enters them into the computer database, fills prescriptions, contacts referring physicians' offices with questions, maintains inventory, assists with volunteer recruitment, and processes receivables, outdates and returns.
- The Pharmacy Technician is responsible for providing floor support for the volunteer technicians and pharmacists. Leads in providing mentoring and coaching of volunteer staff. Assists the Pharmacist-in-Charge in monitoring workflow. Under the direction of the Pharmacist-in-Charge, the Pharmacy Technician works on projects to resolve processing issues, through communicating with key team members from the pharmacy and the SVdP team.
- The Pharmacy Technician assists with generating daily reports used for data analysis of workflow volume. The Pharmacy Technician works with the Pharmacist-in-Charge to coordinate, train, and coach the pharmacy volunteer team. Actively participates in the development and enhancement of process and procedure work instructions. He/she must also be flexible within department hours of operation.
- This person will be the primary trainer and support for the pharmacy technician aspects of the job and is responsible for being an expert with the pharmacy software.
- Maintains pharmacy board required documentation including HIPAA training and compliance records, pharmacist on duty records, etc. Ensures all staff and volunteers are appropriately HIPAA trained and compliant.
- Works with collaborating healthcare entities to ensure that the collaboration is working smoothly for both St. Vincent de Paul Pharmacy and the collaborating healthcare entities.
- Works with the pharmacy software to ensure that the pharmacy management system is fulfilling the needs of the pharmacy and works with them to develop solutions to meet the needs of the pharmacy.
- Assist the Pharmacist-In-Charge with the maintenance, housekeeping, and improvement of the pharmacy, including repairs, cleaning, new equipment, and changes to the layout to ensure a well-functioning, presentable, and efficient pharmacy.
- As needed, assists with the Patient Intake process and ensures that the necessary patient documentation accompanies an Intake Form before the patient is approved for service by the pharmacy.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of state and federal pharmacy laws and regulations for taking and dispensing prescriptions.
- Knowledge of pharmacy products, services, and operations.
- Knowledge of computer and technology systems that drive pharmacy operations.
- Knowledge of pharmacy inventory control to monitor and control inventory.
- Interpersonal relations and service skills to work with and serve a wide-range of people and patients.
- Delegation and leadership skills to motivate and guide the work of others.
- Planning and organizing skills, including multitasking and time management skills, to handle multiple tasks at once and work in a pharmacy.
- Verbal and written communication skills to speak, listen, read, and write effectively.
- Adaptable, motivated, and dependable to provide ethical quality service across all situations.
- Must develop good working knowledge of patient assistance programs and the pharmacy vendors.

Minimum Qualifications:

- High School Diploma or G.E.D.
- Certified Pharmacy Technician in good standing in the State of Texas.
- Pharmacy experience in a community or outpatient setting (min. 2 years) including prescription filling and ordering, records and legal compliance, general pharmacy operations, inventory control, as well as software and technology systems.
- Pharmacy Leadership experience (min. 1 year), preferably in a social service setting, to include experience organizing and directing the work of other pharmacy technician volunteers.
- Strong organizational, interpersonal, written and oral skills.
- Able to work with people of diverse backgrounds in a faith-based setting.

Physical Requirements:

- Ability to bend, and/or carry light items up to 35 lbs.
- Ability to walk, stand, for periods of 3 hours or greater.