



DIVISION SCOPE OF SERVICE

Division: CAPITAL

Classification: PHARMACY TECHNICIAN

Applicant Name:

Pharmacy Technician:

The Pharmacy Technician must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.

Definition of Care or Service:

The Pharmacy Technician performs functions related to pharmaceutical preparation and distribution. Scope of Service may include but are not limited to:

- Assists pharmacist in the practice of pharmacy in accordance with state and federal regulations.
- Assists the pharmacist in the performance of other Pharmacy Department duties in accordance with Company policies and procedures.
- Operates pharmacy systems to obtain patient and drug information and process prescriptions.
- Fills prescriptions by retrieving, counting, measuring and weighing pharmaceutical drugs, packaging and labeling drugs, verifying medicine is correct, and checking for possible interactions.
- Uses appropriate techniques for storage, preparation, and dispensing of medicinal agents and follows the health system's policies regarding cart fill, unit dose distribution, automated dispensing, medication preparation and labeling, barcode packaging, controlled substances reconciliation, and ensuring that EMT drug kits and medications for code carts are stocked, checked, and ready to be dispensed.
- Uses pharmacy systems to enter patient and drug information, ensuring information is entered correctly. Maintains proper records for such drugs.
- Assists in inventory maintenance and control. Assists in maintaining inventory contained in automated dispensing equipment.
- Delivers prescriptions and interacts with patients within a hospital system setting.
- Connects the patient to the retail store pharmacist via telephone to complete the consultation.
- Communicates to manager and maintains on route documentation of any questions, concerns or complaints from patients or hospital staff.
- Documents all information necessary to process paperwork (i.e., delivery receipts, customer identification numbers, etc.) upon return to the store.
- Collects and records forms received, and submits receipts for expenditures daily.
- Demonstrates Clinical and Service excellence behaviors to include HCA Healthcare code of conduct core fundamentals in daily interactions with patients, families, co-workers and physicians

Setting(s):

- Healthcare facilities including but not limited to hospitals, outpatient treatment facilities, ambulatory surgery centers, and physician practices
- Patient care areas, all settings

Supervision:

- Direct supervision by Pharmacist

Evaluator: Pharmacy Director, Pharmacist or designee

Tier Level: 2

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eSAF Access Required: YES

Qualifications:

- High School/GED or higher
- Completion of one of the below:
 - Accredited pharmacy technician training program
 - Documented evidence of on the job training (Can be found on the Skills Checklist)
- Current license as Pharmacy Technician (see state requirements for details)
- Current certification as a Pharmacy Technician (see state requirements for details)

NOTE: Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check.

State Requirements:

- Current Virginia State Board of Pharmacy Technician Registration
- Maintains continuing education requirements as specified by Virginia State Board of Pharmacy

Experience:

- One year pharmacy technician experience required.

Preferred Experience:

- One year hospital environment experience as a pharmacy technician.

Competencies:

The Pharmacy Technician will demonstrate:

- Safe, effective and cost-effective use of drugs through the application of specialized knowledge, skills and professional judgment.
- Demonstrates comprehensive knowledge of the practice of pharmacy and medication safety practices.
- Recognizes the needs and concerns of people and to maintain constructive relationships in dealing with them.
- Communicates effectively orally and in writing.
- Maintains knowledge of federal, state, and local laws and established standards concerning practice of Pharmacy.
- Obtains patient's height, weight, allergy information prior to dispensing first dose
- Clarifies medication orders with ordering physician, when necessary.
- Uses at least two ways to identify patients
- Accesses the patient medical record appropriately
- Documents in the medical record according to the facility standard/policy
- Infection Prevention
 - Practices consistent hand hygiene
 - Uses personal protective equipment (PPE)
 - Required immunizations per Division requirements
 - Complies with Isolation precautions
 - Maintains sterile field

References:

License:

New Hampshire: <https://www.oplc.nh.gov/pharmacy/verification.htm>

Virginia: <https://dhp.virginiainteractive.org/Lookup/Index>

Indiana: <https://mylicense.in.gov/everification/>

Kentucky: <https://secure.kentucky.gov/pharmacy/licenselookup/>



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PTCB:

All states: <https://portal.ptcb.org/Certification/Verification/Search/form.aspx>

Document Control:

- Revised 8/30/18
- Revised Cosmetic 4/24/2020

Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.

Applicant Printed Name: _____

Signature: _____

Date: _____