**Job Title:** Pharmacy Technician **Date:** February 2015

**Supervisor’s Title:** Program Manager **FLSA:** Non-Exempt

**Clearance:** Facility **SCA:** Yes

**Contract:** Federal Bureau of Prisons **Location:** Oklahoma City, OK

## RESPONSIBILITIES

* Interprets prescription orders submitted by a Physician, Physician Assistant, or Nurse Practitioner
* Enters prescription orders into the Pharmacy computer;(BEMR Rx)
* Selects the correct medication and sets up the prescription.
* Performs inventory control tasks for drugs and supplies
* Prepares drug orders
* Prepares and maintain Pharmacy reports
* Maintains and performs proper maintenance procedures as required on equipment
* Maintains expiration date log books
* Provides services that conform to community standards as well as Local, State, and Federal laws and regulations applicable to the delivery of healthcare to members of the general public.
* Operates a system of records and adherences to the Privacy Act of 1974.
  + The system of records will be maintained in accordance with community standards for healthcare.
  + Not authorized to disclose these records or any information pertaining to an inmate to any non-Bureau of Prisons source.

Note: The Pharmacist will certify the prescription as to the accuracy and completeness of the acts, tasks, or functions performed by the Pharmacy Technician.

### QUALIFICATIONS

* A current Pharmacy Technician Permit issued by the Oklahoma State Board of Pharmacy or National Technician Certification.
* A minimum of one year (12 months) working experience as a Pharmacy Technician is required.

*Abilities Required:*

* Excellent verbal and written communication skills.
* Able to maintain a professional demeanor and interface with high level medical providers, clients and Altos management and employees.
* Superb customer service.
* Detail-oriented and organized.
* Reliable, dependable, and trustworthy, as well as able to maintain confidential information.
* Able to work designated schedule, as well as maintain attendance and punctuality.

***EEO Employer/Protected Veteran/Disabled***