

# Wheaton Franciscan Healthcare

## Job Description

**Mission:** *Wheaton Franciscan Healthcare is committed to living out the healing ministry of Jesus by providing exceptional and compassionate health care service that promotes the dignity and well-being of the people we serve.*

**Job Title:** Medication History Pharmacy Technician

**Job Code:**

**Effective Date:**

**Date of Last Revision:**

**Organization:** Choose org that the position will be budgeted in. If the description applies to more than one org, choose all that apply.

WFH St. Francis

WFH St. Francis

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Select if applicable

Select if applicable

Select if applicable

**Department Name:** Pharmacy

**Dept#:** 6130

**Location(s) Served:**

**Reports to (title):** Pharmacy Supervisor/Director

**No. of Direct Reports:**

**Title(s) of Direct Reports:**

**Position Summary** *(in one or two sentences, describe primary purpose of job):*

Under the direction of the Pharmacy director, obtains medication histories for new patients coming through the Emergency Department as identified on the tracking board. Medication history information will be obtained from the patient directly or the patient's family, retail pharmacy or physician office. Technician enters medication history into the electronic patient database or updates database if information already exists. Communicates completion of medication history to physician, nursing and pharmacy staffs. Performs all duties in Pharmacy Tech I and II positions. Performs buyer role to cover for hospital and WFHC clinic buyer, incorporating 340B requirements. Develops DEA controlled substance order for pharmacist approval. Completes other projects as assigned.

**Principal Accountabilities and Essential Functions of the Job**

*(List in order of importance and percent of time; describe what must be accomplished, not how it must be done):*

**Major Areas of Responsibility/Essential Function**

**% of Time**

- Ability to navigate the ED tracking board and determine patient selection
- Ability to navigate electronic Health data base and enter new medication history or update existing
- Uses good clinical judgment skills to determine accuracy of medication history list as obtained .Solicits other sources of information to verify accuracy.
- Collaborates with charge nurse and patient nurse to determine when patient can be interviewed.
- Carries zone phone for ease of communication with ED charge nurse and department RNs
- Logs into a "Computer at Bedside" (CAB) to input patient medication history.
- Has excellent knowledge of brand and generic medication names, common dosages and dosage forms and frequency of administration of each medication..
- Ability to communicate with patients of all education levels in an Emergency Department setting
- Ability to log on to electronic clinical data base to determine if medication list exists for patient
- Assess incompleteness of current list of medications looking at drug,dose, frequency, indication for use.
- Establish rapport with patient to obtain medication history or determine if patient or family member can provide medication history or call patient's pharmacy or physician's office for medication history
- Determines time last dose of each medication was taken prior to admission for future scheduling
- Determines compliance of medication consumption prior to admission
- Obtains indication for PRN medications and actual frequency of use of PRN medication
- Prompts patient for additional medications, by specifically suggesting over the counter (OTCs) medications including herbals, vitamins, pain relievers, cold products patches, lotions & creams, eye drops, sprays, and inhalers.
- Determine if patient was on recent antibiotics prior to admission
- Obtain medication allergy history and related reactions to the medication

70

Ability to perform all the responsibilities of a Pharmacy Technician or Pharmacy Technician II

10

Ability to perform buyer functions for back-up to the the hospital buyer and WFMG buyer.  
Ability to use all wholesaler accounts to be compliant with 340B requirements. Performs other projects as assigned.

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Contributes to the safe and efficient operation of the Pharmacy Department. -Takes initiative in doing miscellaneous functions within the department. -Maintains responsible length of time for breaks as defined in the Associate Handbook. -Demonstrates a positive attitude regarding telephone usage as outlined in the Associate Handbook. -Volunteers for projects and willingly assists co-workers to complete daily responsibilities. -Works as a team player and assists where needed.	5
WFH Values •Demonstrates a visible working style, acts in a manner that is consistent with and shows commitment to the WFH Values	n/a

<b>Education and Experience:</b> (Check the <u>minimum</u> requirements for education and experience for this position.)			
<b>Required Education</b> (Check one box)			
<b>Preferred Education</b> (Check additional box(es) with "preferred" in explanation field)		<b>Experience Level</b> (Check appropriate box(es))	
<input type="checkbox"/>	Basic Skill Set	<input checked="" type="checkbox"/>	0 – 2 years – minimum 2 years as a hospital or retail pharmacy technician
<input type="checkbox"/>	High School or Equivalent (GED)	<input checked="" type="checkbox"/>	3 – 4 years – preferred
<input checked="" type="checkbox"/>	High School plus specialized training (min. 6 months – 2 years): CPhT Certified Pharmacy Technician .	<input type="checkbox"/>	5 – 7 years -
		<input type="checkbox"/>	8 – 10 years -
<input checked="" type="checkbox"/>	Associate Degree: preferred	<input type="checkbox"/>	10 - 15 years -
<input type="checkbox"/>	Bachelors Degree:	<input type="checkbox"/>	> 15 years -

<input type="checkbox"/>	Masters Degree:	<b>Knowledge, Skills &amp; Abilities required:</b> <i>(i.e. supervision, computers, etc.)</i>  Excellent math and computer skills are required. Must demonstrate an ability to learn complicated processes and tasks and to apply learning to new situations. Must possess the ability to perform work accurately and with attention to detail within specified time periods. Must also have the ability to set priorities and to re-set priorities as needed by situations in the department. Problem solving skills are required for this position. Good written and verbal communications skills are essential for this position as the individual will be a mentor for other members of the technician staff.
<input type="checkbox"/>	PhD:	
<input type="checkbox"/>	MD/DO	
<input type="checkbox"/>	Other:	
<b>Certification/Licensure Required for Job:</b> <i>(list any licenses or certifications required for the job)</i> CPhT required within 6 months of hire.		<b>Competencies:</b> <i>(list number and title of competencies)</i>

1.	<b>Age Category of Patients Served:</b> <i>(check appropriate box)</i> <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> See Department/Unit Job Competencies
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2.	<b>Potential exposure to blood and body fluids:</b> <b>Select applicable category.</b>  <input type="checkbox"/> <b>Category I</b> – <i>Performs tasks which involve exposure to blood, body fluid, or tissue.</i>  <input type="checkbox"/> <b>Category II</b> – <i>Performs tasks which involve no exposure to blood, body fluid, or tissue, but may perform unplanned Category I tasks.</i>  <input checked="" type="checkbox"/> <b>Category III</b> – <i>Performs tasks that involve no exposure to blood, body fluid, or tissue.</i>
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3.	<b>Equipment Operated:</b>
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4.	<b>Physical Activity:</b> <i>(Check all that apply)</i>					
	<b>Activity</b>	<b>N/A</b>	<b>0-25%</b>	<b>26-75%</b>	<b>76-100%</b>	<b>Avg. lbs.</b>
	Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25
	Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25
	Reach Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Comments:</b>
	Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Squat/Bend/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Walk/Move About	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

5.	<b>Working Conditions:</b> <i>Describe the environment and fill in appropriate information (i.e., temperature, noise, chemicals, or hazardous materials/waste handled or present)</i>  Physical and Mental Requirements: Must be able to operate all equipment that is essential to performing the job; Must have good coordination and manual dexterity and functional use of senses; Evidence of the necessary physical, mental and emotional health to effectively perform the job; Ability to handle stress related to emergency situations; Must possess the ability to perform work accurately and with attention to detail; Ability to wear protective clothing when exposed to hazardous/infectious materials  Work Environment: Fast paced clinical environment; Must be able to prioritize work for completion with interruptions; Must be able to handle problems requiring a rapid response.
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	Hazards: May prepare chemotherapy admixtures and work with toxic chemicals
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*The most significant duties have been included in this description. Other duties may be assigned as necessary. The facility reserves the right to modify this job description as needed to accurately reflect the duties assigned.*

<b>Pay &amp; Performance Management Use Only</b>	
<b>Reviewed by:</b>	<b>Date:</b>
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	<b>HRIS Job Title:</b>
<b>Comments:</b>	