



## DIVISION SCOPE OF SERVICE

<b>Division: CONTINENTAL</b>
<b>Classification: PHARMACY TECHNICIAN</b>
<b>Applicant Name:</b>
<p><b>Pharmacy Technician:</b> 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.</p> <p><b>Definition of Care or Service:</b> The Pharmacy Technician performs functions related to pharmaceutical preparation and distribution. Scope of Service may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Assists pharmacist in the practice of pharmacy in accordance with state and federal regulations.</li> <li>• Assists the pharmacist in the performance of other Pharmacy Department duties in accordance with Company policies and procedures.</li> <li>• Operates pharmacy systems to obtain patient and drug information and process prescriptions.</li> <li>• Fills prescriptions by retrieving, counting, measuring and weighing pharmaceutical drugs, packaging and labeling drugs, verifying medicine is correct, and checking for possible interactions.</li> <li>• Stores drugs properly and safely</li> <li>• Uses pharmacy systems to enter patient and drug information, ensuring information is entered correctly. Maintains proper records for such drugs.</li> <li>• Delivers prescriptions and interacts with patients within a hospital system setting.</li> <li>• Connects the patient to the retail store pharmacist via telephone to complete the consultation.</li> <li>• Communicates to manager and maintains on route documentation of any questions, concerns or complaints from patients or hospital staff.</li> <li>• Documents all information necessary to process paperwork (i.e., delivery receipts, customer identification numbers, etc.) upon return to the store.</li> <li>• Collects and records forms received, and submits receipts for expenditures daily.</li> <li>• 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.</li> </ul>
<p><b>Setting(s):</b></p> <ul style="list-style-type: none"> <li>• Healthcare facilities including but not limited to hospitals, outpatient treatment facilities, ambulatory surgery centers, and physician practices.</li> <li>• Patient care areas, all settings.</li> </ul>
<p><b>Supervision:</b></p> <ul style="list-style-type: none"> <li>• Direct supervision by Pharmacist</li> </ul> <p><b>Evaluator:</b> Pharmacy Director, Pharmacist or designee</p> <p><b>Tier Level:</b> 2</p> <p><b>eSAF Access Required:</b> Yes</p>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• High School/GED or higher</li> <li>• Completion of <b>one</b> of the below:             <ul style="list-style-type: none"> <li>○ Accredited pharmacy technician training program</li> <li>○ Documented evidence of on the job training (Can be found on the Skills Checklist)</li> </ul> </li> <li>• Current license as Pharmacy Technician (see state requirements for details)</li> </ul>



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- 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:**

Prior to 2017, anyone registered as a Pharmacy Technician is **not** required to be nationally certified, if registered after 2017 the below is required:

- Kansas:
  - Pharmacy Technician License
  - Pharmacy Technician Certification through the Pharmacy Technician Certification Board (PTCB) or National Health career Association (NHA)
- Colorado:
  - Pharmacy Technician Certification through the PTCB
  - Pharmacy Technician License **not** required

**Experience:**

- Six months experience in a retail or hospital environment 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) when required
  - Required immunizations per Division requirements
  - Complies with Isolation precautions
  - Maintains sterile field

**References:**

Colorado Revised Statutes, Title 12, Professionals and Occupations, Article 22, Pharmaceuticals and Pharmacists, effective July 1, 2011

Kansas License Verification: <https://ksbop.elicensesoftware.com/portal.aspx>

PTCB Certification Verification: <https://www.ptcb.org/portal-maintenance#.XZykGEZKiUk>

NHA Certification Verification: [https://certportal.nhanow.com/certification\\_verification/](https://certportal.nhanow.com/certification_verification/)

**Document Control:**

- Content updates 10/09/2019
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**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:** \_\_\_\_\_