

Northern Light Eastern Maine Medical Center

Department: Pharmacy " General

Position is located: Northern Light Eastern Maine Medical Center

Work Type: Per Diem

FTE: Variable Hours

Work Schedule: No Hours Assigned

Summary:

Performs technical support functions in the Pharmacy Department under the direct supervision of a Registered Pharmacist. Fills Pyxis machines on a daily basis. Fills new orders and medications not in Pyxis and delivers them to the nursing units in a timely manner. Assists with the preparation of Methadone doses for NTP clients. Maintains the medication inventory. Has knowledge of Maine Board of Pharmacy Law regarding technicians. Requires frequent trips from the Pharmacy to the nursing units. Perform any duties and/or responsibilities assigned by Manager or Supervisor for which qualified.

Responsibilities:

" Demonstrates Competency in the Following Areas:

" Drugs for Pyxis are pulled accurately using the Pyxis refill sheets with amounts sufficient to last for 24 hours.

" Drugs are placed in Pyxis in the correct drawers and pockets.

" Reviews Pyxis inventories regularly, removing slow-moving items and adding fast moving or new items.

" Updates Pyxis inventory list for each unit.

" Individual patient bags are filled with correct medication, dose, and number of doses for a 24-hour supply.

" Places the medications in the correct patient's drawer.

" Labels are filled with correct medication, dose, and number of doses needed.

" Needed auxiliary labels are attached.

" Performs credit function, if necessary.

" Replaces usable Meds back to stock before the end of the shift.

" Disposes of unusable Meds according to Pharmacy policy.

" Follows Pharmacy policies and procedures for repackaging.

" Estimates the number of units needed so drugs do not expire.

" Order repackaging supplies as needed.

- Assists with the preparation of Methadone doses for NTP clients.
- Checks in the daily delivery against inventory sheets.
- Check expiration dates for any less than six months.
- Label drugs and places them in stock, rotating stock as necessary.
- Arranges to return unordered items.
- Floor stock is checked daily and replaced as needed.
- The night cabinet is checked daily and drugs replaced as needed.
- Pyxis machines are reviewed monthly and drugs about to expire or that are unusable are pulled and replaced.
- Areas in the hospital in which medications are stored are checked monthly, using the Med Area Inspection Sheet.
- Pharmacy stock is reviewed monthly for outdates or unusable drugs.
- Keeps outdated or unusable drugs separate from active stock.
- Works with drug returns company to return or destroy unusable drugs.
- Delivers and signs in non-Pyxis controlled substances for the locked drawer.
- Daily, checks the paper administration record for non-Pyxis controlled substances, verifies the count, and charges the patients.
- Make suggestions for improving the safety and efficiency of the department's operations.
- Participates in special projects, as requested.
- Maintains the department's quality control documentation.
- Keeps staff informed about the activities of the department.
- Maintains good working relationships with other Pharmacy staff and with staff in other departments.
- Willingly accepts supervisory directed changes in assignments.
- Remains flexible in accepting new working hours/schedules as directed by Director
- Arrives on time and does not leave before end of shift without prior consent of supervisor.
- Responds readily to requests from patient care personnel.
- Solve problems by "owning" the problem, follows through, and follows up.
- Work areas are cleared and cleaned as needed and at least at end of shift.
- Shelves and medication bins are cleaned regularly

• Reports any safety hazards to supervisor.

• Assist in maintaining a work environment free from recognized hazards that create a risk of injury to employees, patients or visitors and that all accidents and incidents are reported by employees and properly investigated. When appropriate, assist with the return of all workers with work related injuries and illnesses to gainful employment.

Competencies and skills:

Essential:

- Behaves with Integrity and Builds Trust: Acts consistently in line with the core values, commitments and rules of conduct. Leads by example and tells the truth. Does what they say they will, when and how they say they will, or communicates an alternate plan.
- Cultivates Respect: Treats others fairly, embraces and values differences, and contributes to a culture of diversity, inclusion, empowerment and cooperation.
- Fosters Accountability: Creates and participates in a work environment where people hold themselves and others accountable for processes, results and behaviors. Takes appropriate ownership not only of successes but also mistakes and works to correct them in a timely manner. Demonstrates understanding that we all work as a team and the quality and timeliness of work impacts everyone involved.
- Practices Compassion: Exhibits genuine care for people and is available and ready to help; displays a deep awareness of and strong willingness to relieve the suffering of others.

Credentials:

Essential:

- Pharmacy Intern

Education:

Essential:

- High School Diploma/General Educational Development (GED)

Working conditions:

Essential:

- Work with computers, typing, reading or writing.
- Lifting, moving and loading 20 to 30 pounds.
- Continuous sitting.
- Continuous walking.