

EMPLOYEE:

CLAIM #:



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Pharmacy Technician                      **JOB CLASSIFICATION** Pharmacy Technician

**DOT TITLE** Pharmacist Technician                      **DOT NUMBER** 074.381-010

**DEPARTMENT** Public Health                      **DIVISION** Community and Health Services

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 2

**CONTACT'S NAME & TITLE**  
Dean C. Webb, Chief of Pharmacy

**CONTACT'S PHONE** 2 206-263-8287, 206-423-2544

**ADDRESS OF WORKSITE**  
401 5<sup>th</sup> Avenue Suite 1000 Seattle, WA 98104

**VRC NAME** Kyle Pletz                      **DATE COMPLETED** 10/6/04

**VRC NAME** Jeff Casem                      **DATE REVISED** 6/30/09

**WORK HOURS**  
Monday-Friday various hours.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Required, in accordance with episodic business demand.

**JOB DESCRIPTION**  
Assisting Pharmacists in processing prescriptions and providing support services under the direct supervision of a registered pharmacist.

## ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

## JOB SPECIFIC REQUIREMENTS

Knowledge of drug names, strength, dosage forms, generic equivalents and storage requirements as well as the legal requirements of a Pharmacy Technician. Knowledge of pharmacy practices and procedures. Must have skill in basic mathematics calculation organization skills, time

management and communication (oral and written). Must also have skill in data entry and personal computers as well as working in a team environment.

## **ESSENTIAL FUNCTIONS**

1. Assists the Pharmacist in processing individual prescriptions.
2. Enters prescriptions into the Pharmacy computer system, assuring that the correct billing information is available, and selects the correct medication; notifies the pharmacist of any potential interactions, as identified by the computer and processes all refill prescriptions
3. Selects the appropriate medications and fills the individual prescriptions; labels and prepares them for a final check by the Registered Pharmacist
4. Re-packages the medications under the direct supervision of the Registered Pharmacist
5. Prepares billing documents for the clients indicating their pay status and charge; collects cash and records any transactions.
6. Under the direction of the Registered Pharmacist, manages the inventory including ordering and receiving stock.
7. Assists in the management of the indigent care drug program as well as the sample program. Completes the required paperwork; orders, receives and tracks all medications received.
8. Assists the clinic's clients in such a manner as to meet or exceed the expectations of those clients.
9. Under the direct supervision of the Registered Pharmacist, assures that there are no outdated medications on the shelves; returns outdated medications to the manufacturer or wholesaler for credit if possible. Tracks prescriptions and removes all medications that are recalled.
10. Participates in quality assurance activities as directed by the Registered Pharmacist
11. Delivers medications to the nursing medication room and/or medication carts.
12. Under the supervision of a Registered Pharmacist, works with the clinic staff to resolve issues related to the drug distribution process such as locating missing medications.
13. Packages medications into unit dose packaging when required.
14. Stocks areas within the clinic and performs monthly quality checks.
15. Stocks and monitors the after-hours medication cart.
16. Fills orders for drugs and vaccines requested by Seattle/King County Department of Public Health clinics and other health facilities.
17. Maintains inventory control including purchasing, receiving and placing in stock all drug and pharmacy supplies.
18. Re-packages and labels prescribed medications for health clinics.
19. Maintains and monitors records for credits, returns and outdated drugs from health facilities and returns outdated merchandise and recalled drugs to the manufacturer.

## **TOOLS & EQUIPMENT USED**

Computer, pen, printer, bottles/vials, prescriptions, beakers, phone, refrigerator, freezer, spatula, fax machine, copy machine, label printer, re-sealable bags, stepstool, resource books and manuals, stapler, pill counter, scissors, rubber bands, cart, files, labels, paper bags and paper clips.

## **PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

**This job is classified as**

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

**Standing**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on flat linoleum and carpet surfaces for up to 30 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while distributing medications, checking warehouse orders, stocking shelves, using the cash register, counting medications and speaking with patients at the window. The employee can alternate between sitting and standing as needed on most occasions.

**Walking**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat linoleum and carpet surfaces for distances of 40-100 feet for up to 1 minute at a time for up to 3 hours total in a work shift. Most commonly occurs while traversing throughout the work area as well as between the workstations, clinic area and the front counter.

**Sitting**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on an office chair for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while performing computer duties, talking on the telephone, checking warehouse orders and processing refills as well as when completing paperwork for the patient assistance program. The employee can alternate between sitting and standing as needed on most occasions.

**Climbing**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely on a stepstool to heights of up to 1 foot for up to 1 second at a time for up to 5 seconds total in a work shift. Most commonly occurs while using a stepstool to reach items on the upper shelves.

**Balancing**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely on a stepstool to heights of up to 1 foot for up to 10 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while using a stepstool to reach items on the upper shelves.

**Bending neck up**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while finding and reaching for medications on upper shelves.

**Bending neck down**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently to continuously for up to 3 minutes at a time for up to 5-6 hours total in a work shift. Most commonly occurs while obtaining vials for medications, checking orders, checking and reviewing prescriptions, stocking supplies, obtaining medications on lower shelves and looking through file drawers.

**Bending/Stooping**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 20 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs while obtaining vials for medications, stocking shelves, obtaining medications on lower shelves and looking through file drawers. The employee can alternate bending/stooping with kneeling or squatting as needed.

**Kneeling**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 3 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while obtaining medications on lower shelves as well as stocking medications on lower shelves. The employee can alternate kneeling with bending/stooping or squatting as needed.

**Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 3 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while obtaining medications on lower shelves as well as stocking medications on lower shelves. The employee can alternate squatting with bending/stooping or kneeling as needed.

**Reaching above shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 20 seconds at a time for up to 30 minutes total in a work shift while reaching for and stocking medications on upper shelves.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 20 minutes at a time for up to 7 hours total in a work shift while obtaining vials for medications, checking orders, obtaining and reviewing prescriptions, obtaining medications on shelves, writing and performing computer duties.

**Reaching at knee to waist height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 20 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs while obtaining vials for medications, obtaining medications on lower shelves and looking through file drawers as well as when obtaining completed prescriptions under the counter.

**Reaching at floor to knee height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 20 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs while obtaining vials for medications, obtaining medications on lower shelves and looking through file drawers as well as when obtaining completed prescriptions under the counter.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 1-7 pounds at waist to shoulder height while unpacking medications as well as manipulating large vials, rolls of labels, boxes of medications and patient files.

**Carrying 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for distances of up to 100 feet for up to 1 minute at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 1-7 pounds while stocking medications and office supplies, transporting prescriptions to and from the front counter and retrieving returned prescriptions.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 10 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of 15-20 pounds while manipulating a bin of incoming medications, overstock boxes/bags, return item boxes and items in the storage room.

**Carrying 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for distances of 40-100 feet for up to 1 minute at a time for up to 3 minutes total in a work shift. Most commonly occurs with weights of 15-20 pounds while transporting a bin of medications or a box of supplies from the storage room. A cart is available to reduce carrying.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for distances of up to 100 feet for up to 2-3 minutes at a time with a force of 15-20 pounds for up to 5 minutes in a work shift while moving a medication cart between the pharmacy and the clinic area. The employee also pushes and pulls with 2-3 pounds of force when opening and closing drawers and 5-7 pounds of force when manipulating boxes of completed prescriptions at the front counter in order to distribute them to patients.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently and highly repetitive for up to 30 seconds at a time for up to 4-5 hours total in a work shift while using a stapler, labeling bottles, talking on the phone, opening/closing vials, manipulating large bottles of medications and opening/closing drawers. The employee also handles when holding onto a file box full of medications in order to distribute medications to patients at the front counter.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 2 minutes at a time for up to 2 minutes total in a work shift while using a computer mouse to research medications.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently and highly repetitive for up to 20 minutes at a time for up to 6 hours total in a work shift while manipulating medications, prescriptions, paperclips, documents and vials as well as performing computer duties, opening and closing med containers, writing and using rubber bands.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 5 minutes at a time for up to 4 hours in a work shift while conversing with Providers, pharmacists, co-workers and patients.

**Hearing**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 5 minutes at a time for up to 4 hours in a work shift while conversing with Providers, Pharmacy Technicians and co-workers as well as counseling patients.

KING COUNTY JOB ANALYSIS COMPLETED ON: 10/6/04  
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**Seeing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2-2.5 hours at a time for up to 8 hours total in a work shift while performing computer duties, reading prescriptions, filling prescriptions and stocking medications.

**ENVIRONMENTAL FACTORS**

Work is performed in a health clinic setting in close proximity to other workers. The noise level is quiet to moderately loud. Copy machine, telephone ringers, and screaming or crying children are the loudest noises in the office. The employee is exposed to persons with infectious or communicable diseases or sicknesses. The worker also interacts with the general public, including potentially violent or hostile persons.

**The noise level is**

HCP Initials if Restricted

Approximately 50-60 decibels. The noise is caused by patients and printer.

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**Work environment may include the following exposure(s):**

HCP Initials if Restricted

Odors: Occasionally

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Dusts: Rare

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**POTENTIAL MODIFICATIONS TO JOB**

Anti fatigue mats to increase comfort during extended durations of standing.

Dr. Grip or PhD pen to provide additional comfort when writing.

Move current stand computer station (on counter with no leg room) to the desk area to ensure proper typing posture (CAT-5 line needs to be moved accordingly).

Standing workstation so that the employee can sit or stand when performing computer duties. This will also allow for more counter space.

Drawers under the front counter to replace the boxes of prescriptions that are distributed to patients.

This will reduce handling and pinch grip when distributing prescriptions to patients.

Alternate tasks in order to break up repetitive activities.

Utilize an agency technician when co-workers are scheduled to be out of the office.

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### SIGNATURES

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Printed name & title of VRC evaluator

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Signature of VRC evaluator

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Date

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Printed name & title of contact

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Signature of contact

---

Date

---

Printed name & title of employee

---

Signature of employee

---

Date

**HEALTH CARE PROVIDER SECTION**

Check all that apply

The employee is released to perform the described duties without restrictions on performance or work hours as of \_\_\_\_\_.

The employee is released to perform the described duties on a reduced schedule as of \_\_\_\_\_. The recommended schedule is:

Temporary until \_\_\_\_\_  Permanent as of \_\_\_\_\_

The employee is released to perform the described job with the following modifications:

Temporary until \_\_\_\_\_  Permanent as of \_\_\_\_\_

The employee is not released to perform the described duties due to the following job functions:

Temporary until \_\_\_\_\_  Permanent effective \_\_\_\_\_

The employee is unable to work in any capacity.  
A release to work is:  anticipated by \_\_\_\_\_  Not expected

The limitations are due to the following objective medical findings:

\_\_\_\_\_  
Printed or typed name and phone number of Health Care Provider

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date