

Pharmacy Technician, Per Diem (9279C)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=125656>

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Posted Jul. 15, 2019, set to expire Nov. 9, 2019

Job Title	Pharmacy Technician, Per Diem (9279C)
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 15, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Health Services
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Job Description

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

Application Review Date

The First Review Date for this job is: July 25, 2019

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Departmental Overview

University Health Services (UHS) serves the campus by providing comprehensive campus-based health center providing fully accredited primary medical care, counseling and psychological services and innovative health promotion programs for students, faculty and staff. The UHS provides on-campus medical and mental health care and coordinates off-campus care through a network of community specialists and hospitals. Departments serving students include general medical, specialty and urgent care clinics, counseling and psychological services, laboratory, pharmacy, physical therapy, radiology and health promotion. In addition, the UHS administers a major medical insurance plan, the Student Health Insurance Plan.

The Pharmacy Department at University Health Services provides pharmaceutical services to undergraduate and graduate students of UC Berkeley, other UHS eligible customers. The department also supplies the various clinics at the student health service with pharmaceuticals. In addition, the staff serves as a resource for drug information for students, faculty and staff. The department fills more than 55,000 prescriptions annually.

This position entails variable shifts throughout our operating hours of Monday through Friday 8am – 7pm, Saturday (10am–5pm), or Sunday (10am-5pm) during the academic year.

Responsibilities

Under the general supervision of the Pharmacist, duties include, but are not limited to, the completion of prescription orders, answers telephones, handle patient transactions and stocks inventory in the pharmacy, assistance in keeping records, processing of floor stock orders and other duties as assigned. Works closely with Pharmacy Technicians.

COMPLETION OF PRESCRIPTION ORDERS:

- Receiving prescription orders/OTC orders from clinic clients.
- Entering prescription information into the computer.
- Removing the drug from stock, counting or preparing and placing the product into the container.
- Recording the drug's expiration date and affixing the label.
- Packaging, repackaging, and labeling of stock preparations.
- Requesting and accepting refill authorizations.
- Recording and processing refill requests on refill line.

INVENTORY CONTROL:

- Orders and stocks department appropriately and in a cost effective manner.

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- Checking in of supplies and medications and restocking of shelves.
- Accurately maintains purchase records including controlled drug purchases, interdepartmental, Prime vendor and manufacturer direct purchases.
- Knowledge and use of contract items including Novation contract and direct contracts.
- Fills, prices and records floor stock orders for various clinics.
- Removes outdated medications in the pharmacy and from clinics as assigned.
- Must be able to lift at least 10lbs.
- Responds to requests from nursing and ancillary departments.
- Able to prioritize job tasks based on client and department need.

CASHIERING/CLERK FUNCTION:

- Rings in customer purchases, including electronic bank card transactions.
- Refers clients to pharmacist for counseling for all new and changed prescriptions.
- Answers telephone in a positive and polite manner, referring all professional questions to a pharmacist.
- Labels and bags prescriptions not picked up.
- Returns prescriptions to stock after 10 days.

COMMUNICATION:

- Respects and safeguards confidentiality of patients and other staff members.
- Demonstrates courteous and service-oriented behavior at all times when interacting with patients, clients and UHS staff.
- Upholds the campus and UHS principles of equity and inclusion for all.
- Anticipates interpersonal conflict and intervenes to promote resolution of conflict.
- Attends staff meetings and keeps abreast of current issues. Actively participates in discussion of problem identification and resolution.
- Requests and accepts constructive feedback.

PROFESSIONAL STANDARDS:

- Demonstrates responsibility and accountability for own practice.
- Establishes effective working relationships with other members of the health care team, patients and families.
- Demonstrates flexibility; accepts assignment willingly or discusses concerns with supervisor.
- Coordinates and collaborates with other members of the team to meet unit/UHS goals.
- Demonstrates knowledge of and applies safety principles as identified by UHS.

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- Demonstrates punctuality to work and required meetings. Maintains attendance and follows call-in policy as per department guidelines.

Other duties as assigned.

Required Qualifications

- Current and valid registration with the State Board of Pharmacy as a Pharmacy Technician.
- Knowledge of Federal and State laws applicable to Pharmacy practices.
- Excellent oral and written communication skills.
- Computer proficiency in standard office software and pharmacy modules.
- Must be able to lift and carry up to 10 pounds.

Salary & Benefits

For information on the comprehensive benefits package offered by the University visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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