



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

## PHARMACY TECHNICIAN

### *Position Description*

Opens: February 13, 2025 Closes: February 26, 2025			
Department:	Health & Human Services	Reports to (title):	Pharmacist
Job Code:	N-9 N-10 N-11	Job Location:	Bois Forte Reservation- Nett and Vermilion, MN
Pay Range:	Min: \$16.06 Mid: \$20.07 Max: \$ 24.09 Min: \$17.02 Mid: \$21.28 Max: \$ 25.53 Min: \$ 18.04 Mid: \$ 22.55 Max: \$27.07	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	09/19/2024
Indian Child Protection Background:	No	Revised Date:	09/19/2024
Telecommute:	No		

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as "Band").
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Pharmacy Technician provides technical support to pharmacists in the process of providing pharmaceutical care to the clients and customers served by the pharmacy department.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

#### PHARMACY TECHNICIAN TRAINEE

1. Check pharmacy stock to ensure that proper levels are maintained, stock is rotated, and medications are stored properly.
2. Outdate drugs on a monthly basis and document completion.
3. Check and record refrigerator temperature twice a day (8AM and 4PM). Document on vaccine storage sheet and ensure temperature is between 36 and 46F.
4. Perform cash register duties, including logging in to the system and scanning out prescriptions for patient signature and pick up. Handle copayments when appropriate.
5. Restock vials, caps, bags, and other supplies as needed.
6. Learn ordering system and appropriate accounts to order under.

# PHARMACY TECHNICIAN

## Position Description

7. Learn appropriate drug storage areas.
8. Receive, order, unpack, and put away drug shipments.
9. Maintain order and cleanliness of Pharmacy area.
10. Answer phone calls and direct to appropriate personnel.
11. Check eyewash station weekly and document.
12. Prepare prescription for dispensing (count and pour).
13. Complete the Bois Forte employer-based training program that consists of a minimum of 240 hours worked in a one-year period and complete *Mosby's Pharmacy Technician Principles and Practice* within 6 months of hire.
14. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
15. Other job-related duties as assigned by supervisor.

### PHARMACY TECHNICIAN

#### MUST ALSO:

16. Obtain drug history from pharmacy records.
17. Check in patients at pharmacy counter and direct all problems, refills, or denials to appropriate personnel.
18. Take refill requests in person at pharmacy window and off pharmacy refill line.
19. Enter prescriptions into the computer.
20. Prepare prescriptions for medication refills.
21. Reconstitute antibiotic suspensions and measure water.
22. Create and submit drug orders correctly under specific accounts.
23. Create and submit return orders for unneeded medications.
24. Package and ship expired medications through reverse distributor company.
25. Responsible for billing the different insurance companies for pharmaceutical items.
26. Reconcile cash drawer and print daily reports.
27. Complete 20 hours of continuing education every 2 years and submit to the Minnesota Board of Pharmacy by July 31<sup>st</sup> of odd numbered years.
28. Handle daily deposits.
29. Other job-related duties as assigned by supervisor.

### CERTIFIED PHARMACY TECHNICIAN

#### MUST ALSO:

30. Train technician trainee and technician as directed by pharmacist.
31. Access appropriate computer systems (i.e.: Epic, Ability, MN ITS) for insurance and tribal information.
32. Complete and obtain new insurance contracts for all four pharmacies as needed.
33. Complete an additional 20 hours of CE, with 1 hour each required to be in pharmacy law and patient safety and submit to the Pharmacy Technician Certification Board every 2 years.
34. Other job-related duties as assigned by supervisor.

## MINIMUM MANDATORY QUALIFICATIONS

### Experience:

#### Pharmacy Technician Trainee

- None.

#### Pharmacy Technician

- Six (6) months related experience.

#### Certified Pharmacy Technician

- More than one (1) year of related experience.

### Education:

#### Pharmacy Technician Trainee

- High school diploma or GED.

#### Pharmacy Technician and Certified Pharmacy Technician

- Completion of a pharmacy technician training program from an accredited institution or an employer-based program.

# PHARMACY TECHNICIAN

## Position Description

### License/Certification:

#### Pharmacy Technician Trainee

- None.

#### Pharmacy Technician

- MN Board of Pharmacy Registered Technician License.
- **Certified Pharmacy Technician**
- MN Board of Pharmacy Registered Technician License.
- Certification obtained through the Pharmacy Technician Certification Board (PTCB).

### Mandatory Knowledge, Skills, Abilities and Other Qualifications:

#### Pharmacy Technician Trainee

- Knowledge of accounting, recordkeeping, and filing for the purpose of performing stock management functions.
- Knowledge of physical, psychological, and behavioral characteristics pertaining to the various age groups for which care is provided.
- Must be able to maintain registration with the MN Board of Pharmacy and complete continuing education requirements.
- Must have organizational skills and basic math skills.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment. Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills using available training and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software, and appropriate storage of electronic files.
- Ability to perform duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous or current employers.

#### Pharmacy Technician

- MUST ALSO POSSESS:
- Knowledge of pharmaceutical products, pharmacy practices, and mathematics for the purpose of assisting registered pharmacists in the preparation of prescriptions.
- Specialized skills and knowledge of technical pharmaceutical work and a thorough
- Knowledge of the routines and procedures of the pharmacy.
- Knowledge of the pharmacy software system with ability to complete data entry and filling of all prescriptions.

#### Certified Pharmacy Technician

- MUST ALSO POSSESS:
- Ability to demonstrate their knowledge in medication safety and effective patient care.
- Thorough knowledge of pharmacology and medications, pharmacy law, patient safety, and quality assurance.
- Ability to work efficiently on their own in a telepharmacy setting.

## PREFERRED QUALIFICATIONS

- None.

## WORK ENVIRONMENT

### Work environment:

The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

# PHARMACY TECHNICIAN

Page 4

## *Position Description*

Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS.** Please visit our website at [www.boisforte.com](http://www.boisforte.com) to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.