

HUMBOLDT SENIOR RESOURCE CENTER Job Description

JOB TITLE: Medication Technician
DEPARTMENT: Redwood Coast PACE
REPORTS TO: Clinic Manager
FLSA STATUS: Non-Exempt/Hourly
APPROVED: August 2020

JOB SUMMARY: Under administrative direction and supervision of the Clinic Manager, the Medication Technician Provides assistance to the Clinic team. Responsible for maintaining pharmacy data base as well as ordering, distribution, and discontinuing of participants medications. Maintains all required documentation for medication and treatment administration.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. **Ordering Processing:** Processes all medication orders for participants through direct input or processing of medication orders input by provider. Provides full, complete, and legal prescriptions to dispensing pharmacy as defined by pharmacy protocol and State/Federal regulation.
2. **Cycle-System:** Coordinates with pharmacy and Clinic to maintain participant medication schedules through implementation of new medication orders, mid-cycle medication changes, discontinuations, and reconciliations through transition process.
3. **Reconciliation/Transitions:** Responsible for medication reconciliation through transition periods (Long Term Care (LTC)/Hospital/Assisted Living Facility (ALF) discharge) for all participants and facilitating any changes required.
4. **Communication with Providers:** Communicates with both Redwood Coast PACE and community-based providers in regard to medication orders, clarifications, and pharmacy recommendations, as well as communication between pharmacy and prescriber.
5. **IDT/Utilization:** Attends and participates in daily Interdisciplinary Team Meetings (IDT).
6. **Community Pharmacy Network (CPN):** Coordinates with local pharmacies to obtain urgent medications that are not available through on-site dispensing. Coordination involves transmission of medication order, demographics, and insurance billing information.
7. **On-Site Medication Dispensing (Emergency medications and ATM):** Inventories and maintains on-site medication stock as provided through pharmacy, as well as applicable equipment, computer maintenance, and reporting functions.
8. **Signed Medication Scripts:** If electronic prescribing is not available for any reason, obtains signed prescriptions for required controlled substances and delivery of those signed prescriptions to the dispensing pharmacy.
9. **Enrollment/Disenrollment:** Enters all medication orders for new enrollments, setting up pharmacy cycle, delivery system, assistive systems if needed, linking diagnosis information to medications (through written History and Physical (H&P)), and verifying all information in writing with participant's primary care provider. Coordinates medications for dis-enrolling participants to provide as needed for a period of twenty-eight (28) days after leaving program.
10. **Participant/Family Communication:** Communicates with participant and/or family as needed or required.
11. **Reconciliation/Transitions:** Conducts medication reconciliation through transition periods (Skilled Nursing Facility (SNF)/Hospital/Assisted Living Facility (ALF) discharge). Handles participant health

information necessary to document, maintain patient privacy/confidentially, and carry out responsibilities of the position.

12. **Delivery:** Coordinates delivery of medications to participant's residences or facilities, as needed.
13. Functions as a participant advocate ensuring participant concerns are resolved or addressed expeditiously.
14. Participates in the process of teaching, training, and mentoring student interns, and volunteers working within the program area.
15. Other duties as assigned.

EDUCATION &/or EXPERIENCE:

1. High school diploma or GED equivalent required. Additional education preferred.
2. Graduate of an accredited Medication Technician program or a minimum of one (1) year of experience working as a Medication Technician.
3. At least one (1) year of experience working with frail or elderly individuals.

LICENSES OR CERTIFICATES:

1. The Medication Technician position may be filled by an individual who is currently working toward certification, or who is already certified. Existing Medication Technician certification preferred.

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check, pre-employment physical, and PPD skin test.

JOB SKILLS:

1. Knowledge and experience working with complex interpersonal and clinical situations.
2. Medication Technician knowledge and skills necessary to administer medication to participants and provide support to members of the Clinic team.
3. Ability and interest to work with the frail, elderly, and disabled adults to enhance and encourage their independence.
4. Ability to function effectively within a multi-service, community-based nonprofit agency.
5. Ability to comply with program requirements and applicable government regulations.
6. Sound verbal and written communication skills to convey information effectively. Ability to communicate effectively and openly with other team members on participant's status and needs.
7. Excellent interpersonal skills that result in maintaining a positive attitude, team-building and contribute to effective work relationships.
8. Ability to use good judgment, resourcefulness, flexibility, and problem-solving skills.
9. Ability to work independently and within an Interdisciplinary Team, representing a diverse team of various occupations.
10. Possess strong administrative and organizational skills.
11. Ability to prioritize and complete duties within an agreed upon time frame, adjust personal schedule as required, and adapt appropriately to changes in priorities and workload.
12. Ability to incorporate an understanding of detailed requirements in work activities. Ability to collect and analyze data.
13. Ability to coordinate, advocate, and cooperate with other agencies for seniors with tact and diplomacy.

14. Strong basic computer skills (Microsoft Outlook, Word, Power Point, and Excel). Ability to navigate, use, and maintain database software programs.

SUPERVISORY REQUIREMENTS:

1. This position has no Supervisory requirements.

PHYSICAL REQUIREMENTS:

1. Physical abilities sufficient to move between different staff work areas, communicate with staff and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.

ANALYSIS OF PHYSICAL DEMANDS:

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<i>Lifting/Carrying</i>						<i>Twisting/Turning</i>					
Under 10 lbs.				X		Reach over shoulder			X		
11-20 lbs.				X		Reach over head			X		
21-50 lbs.		X				Reach outward			X		
51-100 lbs.	X					Climb	X				
Over 100 lbs.	X					Crawl	X				
						Kneel	X				
<i>Pushing/Pulling</i>						Squat		X			
Under 10 lbs.				X		Sit				X	
11-20 lbs.				X		Walk-Normal Surfaces				X	
21-50 lbs.			X			Walk-Uneven Surfaces	X				
51-100 lbs.		X				Walk-Slippery Surfaces	X				
Over 100 lbs.		X				Stand				X	
<i>Other</i>						<i>Driving</i>					
Keyboard/Ten Key				X		Automatic Trans	X				
Fingering (Fine dexterity)				X		Standard Trans	X				
Handling (grasping, holding)				X							
Repetitive Motion-Hands			X								
Repetitive Motion-Feet	X										

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.

The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.

Employee Signature

Date