

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Registration/Training Records

Policy #: 6.27

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1.26 Registration/Training Records

OBJECTIVE: To comply with the Georgia Board of Pharmacy as regarding supportive personnel (i.e. Pharmacy Technician) at GSHWC.

REFERENCES: Georgia Board of Pharmacy Regulation

I. **POLICY:**

A written record of supportive personnel training will be maintained for each Pharmacy Technician and containing the following information:

1. Registration by Georgia Board of Pharmacy
2. Date(s) of subsequent training;
3. General description of topics covered;
4. Name of the person or organization providing the training; and
5. Signature of the pharmacy technician.
6. Records will be kept in the GSHWC pharmacy.
7. Copies of the Georgia Pharmacy Technician Registration will be kept on file in the pharmacy.

Pharmacy tech job description includes but is not limited to the following skills, knowledge, and abilities:

- a. Accurate data entry skills
- b. Able to read, write, and speak English fluently
- c. Strong time management and organizational skills
- d. Excellent communication skills, both orally and in writing
- e. Willingness to be a team player and promote a positive team environment
- f. Excellent attention to detail

- g. Flexible and proactive to meet varied patient needs
- h. Self-motivated and able to work independently
- i. Able to effectively present information to the patient and in small group situations
- j. Dedicated to excellence and quality
- k. Able to collaborate with other healthcare professionals
- l. Strong interpersonal and “people” skills
- m. Experienced in Microsoft Office (Word, Excel, Outlook, etc.)

Able to add, subtract, multiply, and divide in all units of measure; this may include using whole numbers, common fractions, and decimals and being able to compute rate, ratio, and percent.

Physical demands of the job include being able to:

- a. Stand for long periods.
- b. Pick and pinch small tablets with fingers, and seize, hold, grasp or turn objects with hands.
- c. Lift and push or pull up to 10 pounds.
- d. See objects at close vision and be able to identify and distinguish colors.

Other skills and abilities include:

- a. Be at least 18 years of age (or as required by state law).
- b. Pass a drug test.
- c. Maintain information confidentiality

A Pharmacy Technician checklist to confirm these skills will be maintained on file in the pharmacy, reviewed and updated annually.