

	Job Title:	Pharmacy Support Specialist
	Classification:	Non-Exempt
	Original Effective Date:	08/05/2025
	Revision Dates:	
	Job Code:	# AD57

- I. **SUMMARY/OBJECTIVE:** Provide excellent and quality medication and pharmacy support services in the assigned work facility in accordance with the Company's policies and procedures, established standards, and applicable scope of practice limitations.
- II. **REPORTS TO:** Health Services Administrator
- III. **SUPERVISES:** Not applicable.
- IV. **QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:**
 - i. High school diploma or GED.
 - ii. Completion of a Certified Pharmacy Technician Program preferred.
 - iii. Experience in health care delivery system preferred.
 - iv. Must be able to obtain and maintain a security clearance to work in a correctional facility.
- V. **COMPETENCY REQUIREMENTS:**
 - i. Effective written and verbal communication skills.
 - ii. Knowledge and skills related to pharmaceutical equipment, medications, medical terminology, and office practices and procedures.
 - iii. Ability to collaborate effectively as part of an interdisciplinary team.
 - iv. Ability to use electronic medical records (EMR) systems.
 - v. Strong organizational and multitasking skills
- VI. **DUTIES AND RESPONSIBILITIES (* indicates an essential function):**

This job description is not designed to cover or contain a comprehensive listing of duties, responsibilities, or activities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. You may be asked by your supervisor or manager to perform other duties.

- i. * Maintain accountability and a detailed inventory of pharmacy medications and supplies.
- ii. * Ensure pharmacy and supply areas are neat and well-organized.
- iii. * Report any issues regarding pharmacy medications and/or supplies to the Health Services Administrator, or designee.
- iv. * Assist with audits, inspections, and quality control procedures.
- v. * Maintain a PAR level medication system.
- vi. * Receive, review and process all incoming pharmaceuticals, to include controlled substances ordered from pharmacy vendors; ensure proper accounting and accountability of all pharmaceuticals, to include all required recordkeeping requirements in accordance with applicable federal and state laws.
- vii. * Ensure proper tracking and accountability of all controlled substances that come into the possession of Company, from receipt through disposition. This includes, but is not limited to, reconciling shipments with pharmacy orders, recording receipt in the company's centralized electronic inventory system, ensuring proper tracking of administration in designated log books, as well as recordkeeping all handling through disposition (i.e., depletion, destruction, release or return to patient upon release) consistent with Company policy and applicable law.
- viii. Follow strict safety and security protocols at all times.
- ix. Follow universal precautions at all times. Maintain a professional, tactful, and diplomatic attitude at all times.
- x. Perform all assigned duties while observing and maintaining security requirements.
- xi. Maintain a professional working relationship with facility staff, contracted providers, outside services providers and Company staff.
- xii. Keep the pharmacy and medication cards neat and organized.

- xiii. Complete medication verifications and medication/pharmacy recordkeeping forms as required.
- xiv. Order patient medical supplies (ted stockings/ knee sleeves/ wrist braces, colostomy supplies, etc.).
- xv. Maintain the ER boxes each month or whenever the seals are broken and items are used.
- xvi. Responsible for ensuring patients receive any and all medications necessary to be provided upon transfer and/or release from custody.
- xvii. Answer and process telephone calls.
- xviii. Perform all other duties as assigned or delegated by management.

VII. PHYSICAL REQUIREMENTS:

Individuals with disabilities which make them unable to meet the physical requirements or perform the duties and responsibilities as listed above will still be considered fully qualified if they can perform the essential functions of the job with a reasonable accommodation.

- i. *Must be able to push/pull/lift a minimum of twenty-five (25) pounds.
- ii. *Must be able to timely respond to emergency situations throughout the correctional facility and be able to perform lifesaving measures, such as CPR, on patients in either a standing, kneeling, or bent position for at least twenty (20) minutes.
- iii. Flexibility in work schedule is required as is temporary flexibility in work location(s).
- iv. Must be able to stand and/or walk for prolonged periods.
- v. Must be able to sit and use a computer for prolonged periods.

VIII. EMPLOYER'S RIGHTS: This job description is not a contract for employment and either you or the Company may terminate employment at any time, for any reason.

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I have received and read the job description and understand the scope of the duties and responsibilities.

Employee's Printed Name

Employee's Signature

Date