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# Example of Medication Technician Job Description

Our innovative and growing company is searching for experienced candidates for the position of medication technician. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for medication technician

* Obtains patients' complete current medication histories using multiple sources of information prior to admitting orders for ED admits, or within 24 hours of admission for other hospital patients
* Conducts patient or caregiver interviews to obtain the most up to date medication histories for patients admitted to the hospital including over the counter, herbal and dietary supplements
* Communicates with external pharmacies, physicians, insurance companies, and/or uses third party software to obtain patients' medication histories including drug names, strengths, directions, quantities, refill dates, last taken date/time
* Accurately and completely documents the medication history in the hospital's electronic health record system for review and reconciliation by attending physicians
* Coordinates with other healthcare professionals including nurses, physicians and case managers to identify high priority patients in need of medication history interviews
* Resolves all medication history discrepancies and contacts pharmacists and/or physician timely to review and reconcile the list
* Develops draft admission medication reconciliation list for ED admitted patients prior to attending physicians' initial orders
* Assists with ED medication distribution and performs monthly unit inspections/audit rounds in the ED
* Prioritizes workload effectively so as to achieve optimum productivity in relation to changing needs of the Patients, Nurses, Physicians, Case Managers and Pharmacists
* Assists with student and resident training and conducts in-service education lectures as assigned regarding medication history/reconciliation policies and procedures

## Qualifications for medication technician

* Minimum of 2 years of experience as a pharmacy technician required
* CPR - BLS Certification must be obtained within 60 days of employment
* IV Certification must be obtained within 60 days of employment (ACCP or ASHP)
* Requires completion of Washington State Pharmacy Quality Assurance Commission approved pharmacy technician training program
* Licensure by the Washington State Pharmacy Quality Assurance Commission required
* Experience in a hospital pharmacy setting preferred