



# Guam Memorial Hospital Authority Aturidåt Espetåt Mimuriåt Guåhan

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2014 FEB 11 PM 4:01  
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February 6, 2014

MEMORANDUM

TO: Honorable Senator Tina R. Muna-Barnes  
Legislative Secretary  
32<sup>nd</sup> Guam Legislature

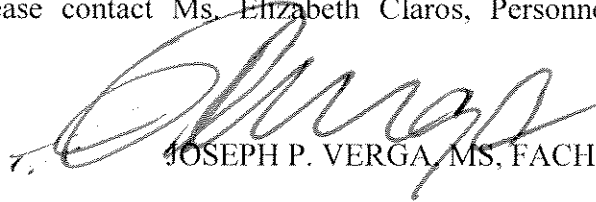
FROM: Hospital Administrator/CEO

SUBJECT: Creation of Position  
RE: Hospital Pharmacy Technician I and II

34-14-1266-01  
Office of the Speaker  
Judith T. Won Pat, Ed. D.  
Date 2.11.14  
Time 2:26 pm  
Received by: [Signature]

Hafa Adai! In compliance with Title 4 GCA, Chapter 6, §6303, the Guam Memorial Hospital Authority hereby submits the Hospital Pharmacy Technician I and II job specifications for file.

Should you have any questions, please contact Ms. Elizabeth Claros, Personnel Services Administrator at 647-2219.

  
JOSEPH P. VERGA, MS, FACHE

Attachments

*WR* Cc: File  
DOA, Director

HR-14-401

Office of the Legislative Secretary  
Senator Tina Rose Muna-Barnes  
Date 2-11-14  
Time 2:48 pm  
Received by: J.P. Claros



Guam Memorial Hospital Authority  
Aturidåt Espetåt Mimuriåt Guahån

850 Gov. Carlos G. Camacho Road  
Tamuning, GU 96913



BOARD OF TRUSTEES  
OFFICIAL RESOLUTION  
No. 14-15

*“Relative to approving the creation of the Hospital Pharmacy Technician I and II positions at the Guam Memorial Hospital Authority”*

**WHEREAS**, based on the needs of the hospital, the Personnel Services Administrator in collaboration with the Acting Chief Hospital Pharmacist, requested to the Hospital Administrator to create the Hospital Pharmacy Technician I and II positions; and

**WHEREAS**, the Personnel Services Administrator in dialogue with the Administrator, Acting Chief Pharmacist to presented to the BOT–HR Sub-Committee their recommendations of the position; and

**WHEREAS**, the recommendations called for the creation of the Hospital Pharmacy Technician I and II positions; and

**WHEREAS**, the requirements pursuant to 4GCA, §6303 were met; and

**WHEREAS**, favorable reviews were made by the BOT–HR Sub-Committee at their meeting on August 27, 2013, respectively recommending approval by the full Board of Trustees; and

**WHEREAS**, the creation of these positions will have an impact on the incumbents and that the new positions shall be slotted respectively providing the incumbents qualify for the position; now, therefore be it

**RESOLVED**, that the Board of Trustees accepts the recommendation of the BOT–HR Sub-Committee and approve the creation of the Hospital Pharmacy Technician I and II position; and be it further

**RESOLVED**, that the Hospital Administrator/CEO is directed to initiate other administrative processes to effectuate the recruitment efforts of the positions; and be it further

**RESOLVED**, that the Board of Trustees Chairperson certifies and the Board of Trustees Secretary attests to the adoption of this Resolution.

**DULY AND REGULARLY ADOPTED ON THIS 30<sup>th</sup> DAY OF JANUARY 2014.**

Certified by:

Lee P. Webber  
Chairman, Board of Trustees

Attested by:

Edna V. Santos, MD  
Secretary, Board of Trustees

## **HOSPITAL PHARMACY TECHNICIAN I**

### **NATURE OF WORK IN THIS CLASS:**

This is routine sub-professional hospital pharmacy work. Employees in this class perform routine technical work independently on an ongoing basis and perform the full range of sub-professional duties under closer supervision.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Prepare medications and supplies for dispensing, including: pre-packing bulk medications; compounding ointments, creams, oral solutions and other medications; Compounding large volume intravenous mixtures; Compounding total parental nutrition solutions.

Wash and sterilize pharmacy apparatus and cleans shelves, counters and other work areas to maintain cleanliness and neatness.

Process charges for medications dispensed from pharmacy.

Issue floor stock requisitions for various wards.

Fill physician order or prescription under supervision of the pharmacist.

Fill patient medication cassettes and assist pharmacist check the cassette.

Transport medications to nursing units and exchange medication cassette and picking up orders, requisitions, collect unused medications back to pharmacy.

Prepare inventories, order drugs and supplies from warehouse, receive and stock drugs.

Maintains records and prepares reports.

Performs other related duties as required or per the instruction from a pharmacist.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of pharmacy practices and techniques.

Knowledge of sterile preparation of IV medications under USP 797 guidelines and infection control guidelines.

Knowledge to perform calculations to obtain correct dosage

Basic computer knowledge.

Ability to operate and maintain pharmaceutical apparatus, instruments, and equipment.

Ability to understand and follow oral and written instructions.

Hospital Pharmacy Technician I

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Ability to make arithmetic computations.

Ability to communicate effectively orally and in writing.

Ability to maintain records and prepare reports

**MINIMUM EXPERIENCE AND TRAINING:**


Graduation from High School and two (2) years of hospital or retail/clinical pharmacy experience.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of current registration as a pharmacy technician from the Guam Board of Pharmacy Examiners.

Possession of U.S. Pharmacy Technician Certificate from a National Board; Pharmacy Technician Certification Board (PTCB) or National Health Association (NHA).

KH:	CII	115
PS:	C2(22%)	25
ACCT:	B1C	<u>29</u>
TOTAL:		169
PG:	H	



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Lee P. Webber  
Chairman, Board of Trustees

## HOSPITAL PHARMACY TECHNICIAN II

### NATURE OF WORK IN THIS CLASS:

This is complex sub-professional hospital pharmacy work. Employees in this class perform complex technical work independently on an ongoing basis and perform the full range of sub-professional duties under closer supervision.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Prepare medications and supplies for dispensing, including: pre-packing bulk medications; compounding ointments, creams, oral solutions and other medications; Compounding large volume intravenous mixtures; Compounding total parental nutrition solutions.

Wash and sterilize pharmacy apparatus and cleans shelves, counters and other work areas to maintain cleanliness and neatness.

Issue floor stock requisitions for various wards.

Fill physician order or prescription under supervision of the pharmacist.

Fill patient medication cassettes and assist pharmacist check the cassette.

Prepare inventories, order drugs and supplies from warehouse, receive and stock drugs.

Maintains records and prepares reports.

Performs other related duties as required or per the instruction from a pharmacist.

Assist pharmacist on inventory and stock of narcotics.

Prepare and mix Chemo Therapy Medication.

Provide drug information to nursing, medical staff and other professionals.

Perform monthly nursing unit inspections and collect quality assurance data.

Transport medications to nursing units and exchange medication cassettes and picking up orders, requisitions and collect unused medications back to the pharmacy.

Ensure the proper storage, security and integrity of all medications.

Assess operations status of pharmacy equipment, such as the laminar flow hood.

### MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of pharmacy practices and techniques.

Knowledge of sterile preparation of IV medications under USP 797 guidelines and infection control guidelines.

Hospital Pharmacy Technician II

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Knowledge of the preparation of medications and supplies for dispensing, including: pre-packing bulk medications; compounding ointments, creams, oral solutions and other medications; Compounding large volume intravenous mixtures; Compounding total parental nutrition solutions.

Knowledge to perform calculations to obtain correct dosage

Knowledge of drug interaction, including food-drug, drug-drug interactions.

Basic computer knowledge.

Ability to effectively supervise/provide guidance to lower level pharmacy support staff.

Ability to operate and maintain pharmaceutical apparatus, instruments, and equipment.

Ability to understand and follow oral and written instructions.

Ability to make arithmetic computations.

Ability to communicate effectively orally and in writing.

Ability to maintain records and prepare reports

**MINIMUM EXPERIENCE AND TRAINING:**

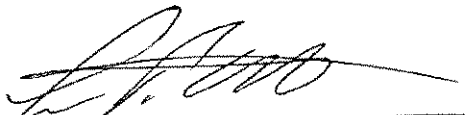
Graduation from High School and four (4) years of U.S. hospital pharmacy experience.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of current registration as a pharmacy technician from the Guam Board of Pharmacy Examiners.

Possession of U.S. Pharmacy Technician Certificate from a National Board; Pharmacy Technician Certification Board (PTCB) or National Health Career Association (NHA).

KH:	CII	132
PS:	C2(22%)	29
ACCT:	C1C	<u>33</u>
TOTAL:		194
PG:	I	



Lee P. Webber  
Chairman, Board of Trustees