



Job Title:	Nonsterile Compounding Laboratory Technician	Position Type:	Full-Time
Reporting to:	Staff Pharmacist	Location:	Newark, DE
Department/Group:	Nonsterile	Travel Required:	<5%
Job Description			

The Nonsterile Compounding Lab Tech is responsible for compounding prescription medications and stock medications following formulas in pharmacy software. Assist pharmacist(s) and/or management as needed.

Duties:

- Compound prescriptions and stock medications following formulas.
- Answer phones and take prescriptions and refill requests.
- Wait on customers and explain how to use prescription medication and devices.
- Prepare compounded medications for prescriptions and stock by printing and following formula log sheets.
- Assist pharmacist(s) by taking prescriptions over the phone from practitioners, clients, and patients.
- Processing prescriptions and generating a prescription label and insurance claim form if needed in the computer using compounding software.
- Clean and maintain work areas in non-sterile labs.
- Restock supplies used throughout the work shift.
- Notify pharmacist(s) when chemicals or other supplies need to be reordered.
- Maintains a safe work environment and exhibits safe work practices.
- Pursuing personal development of skills and knowledge necessary for the effective performance of the role. Attend training to further develop relevant knowledge, technique, and skills.
- Performs other related duties as required.
- Flexibility to work outside normal work hours, as required.
- Embody the Myonex company Core Values:
 - Be a Great Team Player
 - Be Client Focused
 - Learn & Grow
 - Find a Way

Education & Experience

- High School graduate or equivalent.
- Must be Nationally Certified or in the process of becoming Nationally Certified
- At least two years of Lab pharmacy experience preferred.

Skills/Qualifications:

Teamwork

- Demonstrate and promote a spirit of cooperation and teamwork throughout SaveWay.
- Continually look for ways to improve processes and treat customers effectively.
- Language Skills
- Ability to effectively present information and respond to questions from customers and their family members, employees, and SaveWay leadership.



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Mathematical Skills

- Ability to work with and apply mathematical concepts in practical situations.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to computer rate, ratio, and percent and to draw and interpret graphs.

Reasoning Ability

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Customer Service

- Provide exceptional customer experience. Communicate with internal and external customers in a friendly, professional, and patient manner.
- Perform all duties with the goal of building and maintaining long-term customer relationships.
- Immediately address any customer’s concern. Request involvement of other SaveWay personnel as required. Notify Operations Manager or Pharmacist of any major concerns and the action taken to resolve.

Safety

- Use and promote safe work practices throughout SaveWay.
- Notify Operations Manager or Pharmacist of any unsafe conditions

Other Requirements

- Strong organizational and leadership skills
- Excellent oral and written communication skills
- Professional appearance
- Mobility within the building
- Able to prove U.S. Employment eligibility
- Ability to pass drug screening
- Ability to pass background screening
- Flexibility to work overtime/weekends, as required

Commitment Limitations

- May not make a non-budgeted, emergency expenditure or commitment of the SaveWay in excess of \$50.00.

Confidentiality/Conduct:

- May not divulge any confidential patient or personnel information.
- Will not engage in gossip or other unprofessional conduct.
- May not make changes in their Job Description, Standards of Performance, or quarterly objectives without consultation with Operations Manager.



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<p>Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Working 40 hours/week, scheduled in 8-hour shifts. • Specific vision abilities required by this job include close vision, and ability to adjust focus. • While performing the duties of this job, the employee is continuously required to stand, walk, and use repetitive foot movement. • The employee frequently is required to sit; lift 20 to 50 pounds; repetitive hand movements pushing and pulling; bend and carry. • The employee is continuously required to use repetitive hand movement with simple grasping and fine manipulation, climb, kneel, and reach above the shoulder. 	<p>Work Environment:</p> <ul style="list-style-type: none"> • Office • Sterile and Nonsterile laboratory • Public retail store
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SaveWay Compounding Pharmacy, a Myonex company is committed to ensuring equal opportunity in all aspects of employment. We do not discriminate against anyone on the basis of race, religion/creed, color, gender identity, sexual orientation, marital status, pregnancy, national origin, ancestry, military status, disability or perceived disability, use of a guide or disability support animal, or membership in any protected class as defined by applicable laws and regulations. If an employee or applicant feels they have not received equal or fair treatment, we encourage them to contact Human Resources.



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Supervisor:		Date:	
Employee:		Date:	

This job description supersedes all previous job descriptions for this role. This job description is intended to be a tool to describe the primary purpose of the job and the key duties and responsibilities. The job description may not be inclusive of all duties and job responsibilities. Management has the right to add to or change the job responsibilities. This job description does not serve as an employment agreement or contract.