

Job Description

JOB TITLE:	Packaging Technician
REPORTS TO:	
DEPARTMENT:	Production
DATE:	February 2011
FLSA STATUS:	Non-exempt

JOB SUMMARY

The packaging technician is responsible for repackaging all unit dose medication as required. This includes oral solids repackaging into singlets for robot and non robot equipment, manual and automatic liquid filling into cups, vials, and syringes, powder dispense and packaging, and overwrapping as specified. This position is responsible to maintain the packaging equipment for daily use, including cleaning and general equipment troubleshooting. The incumbent will identify customer concerns to Supervisor.

RESPONSIBILITIES

- Perform all unit dose medication packaging according to working control form
 - Maintain supplies needed in work station to fulfill services on working control form
 - Performs daily maintenance and necessary adjustments on the packager equipment
 - Complete daily orders as directed by supervisor
 - Generate accurate packaging labels and conform to requirements regarding verification procedures as specified in standard operating procedures
 - Daily compliance to standard operating procedures in accordance to cGMP guidelines and other regulatory standards
 - Provide necessary information to Supervisor on packaging performance and other issues
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EXPERIENCE

- Previous experience as a Pharmacy Technician, pharmaceutical packaging, in-hospital pharmacy or healthcare industry preferred
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KNOWLEDGE, SKILLS AND ABILITIES

- National Pharmacy Technician Certification preferred
 - Strong attention to detail
 - Working knowledge of computer hardware, PC Windows
 - Working knowledge of mechanical packaging equipment
 - Good organizational skills, accurate, reliable and efficient
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PHYSICAL REQUIREMENTS

- Stooping: Bending body downward and forward by bending spine at the waist. Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Standing: Remaining upright on the feet, particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks or moving from one work site to another.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to-position.
- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
- Repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.
- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
- The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

EDUCATION

- High School diploma or equivalent
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SIGNATURES

Employee/Date

Supervisor/Date
