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| Job Title: | Pharmacy Technician | Job Category: |  |
| Department/Group: | TN DOH | Job Code/ Req#: | 62604 |
| Location: | Hybrid  **Address**  710 James Robertson Parkway 4th Floor Andrew Johnson Tower Nashville, Tennessee 37243 | Travel Required: |  |
| Level/Salary Range: | $42/hr on C2C | Position Type: | Contract |
| Duration | 04/24/2024 - 06/30/2025 | Date Posted: | 05/09/2024 |
| Expenses Allowed | Yes | Posting Expires: | 05/13/2024 |
| **Quantity Requested** | 1 | Send Resumes to | resumes@taurusbiz.com |
| **Schedule:** | | | | |
| **Days**  Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No  **Hours/Day**  8  **Time Zone**  CST  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shifts Start Time End Time Description Active**    Shift 1 8:00AM 5:00PM Regular Shift Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Description**  **Job Summary:**  The transport courier will work closely with the VFC COVID-19 program staff to transport vaccines effectively  and efficiently with a goal to utilize existing vaccines within the State of Tennessee to prevent vaccine excess  and expiration. The pharmacy technician / EMT courier will manage the safe transfer of vaccinations from the  approved sending provider to the accepting provider under CDC storage and handling guidelines. This is a  remote position that requires lots of driving within the region you are located.  . This position will work in the West Tennessee Region, Jackson/Memphis TN.  **Reports to:**  VPDIP - Vaccine Operations Team Lead  VPDIP - Vaccine Ordering Manager  Tennessee Vaccine-Preventable Diseases and Immunization Program (VPDIP) Pharmacist  **Requirements:**  The pharmacy transport courier / field agent will have the following minimal requirements.  Pharmacy Technician certification, EMT certification, CNA, or LPN (essential)  · Current HIPAA training (essential)  · Valid driver's license and clean driving record (essential)  · 2 years of experience in a related field  · Good knowledge of medical terminology, HIPAA regulations, infection control, CDC recommended vaccine  shipping and handling guidelines.  · Innovative thinker with strong conceptual and problem-solving skills.  · Meticulous attention to detail with the ability to multi-task.  · Strong organizational, administrative, and planning skills.  · Ability to work under pressure and react effectively to urgent situations.  · Ability to work independently and as part of a team.  · Excellent communication skills.  · Ability to work unsupervised with emphasis on punctuality.  · Physically fit with the ability to lift at least 20 pounds.  · Passionate about healthcare efficiency.  **Expectations:**  The transport courier is expected to have excellent communication and interpersonal skills. To ensure success,  the transport courier should be reliable and professional with outstanding routing and directional skills, and a  passion for delivering critical vaccinations and medical items punctually. The transport courier will possess  effective record keeping skills and work comfortably under tight deadlines to ensure the safe and efficient  transportation of vaccinations and related medical items. Must have excellent organizational and administrative  skills.  The Vaccine-Preventable Diseases and Immunization Program (VPDIP) requires all transport couriers who will  transport allocations of the Moderna, Pfizer, or Johnson and Johnson vaccines to complete CDC's COVID-19  Vaccine Training Modules and be knowledgeable of CDC shipping and handling guidelines.  **Primary Responsibilities:**  · Receive vaccines and medical items and understand instructions from the transferring healthcare facility.  · Ensure that vaccines and medical item/s are securely stored in the delivery vehicle.  · Ensure that the documentation corresponds to each item.  · Ensure that all documentation is credible and accurate.  · Map out a route to the destination, considering traffic and mileage.  · Ensure the punctual collection and delivery of vaccines and medical items from the transferring and receiving  healthcare facility.  · Ensure that recipients sign delivery receipts and designations are verified.  · Ensure the safety of each item delivered.  · Log mileage and maintenance information on the company logbook.  · Accurately count and take inventory of ancillary medical items to be collected or delivered.  · Perform all duties within HIPAA regulations.  · Maintaining a set vaccine delivery scheduled as well as when single site delivery is required.  · Ensure vaccines are properly packed for transport according the CDC guidelines for storage and handling  · Plug in the portable refrigerator the night before to acclimate (set to 5°C).  · Place DDL in the portable refrigerator to acclimate.  · Ensure the ancillary supplies and diluent are present for the number of doses to be transported.  · Ensure packing material is present to stabilize vaccines in the unit.  · Prepare the COVID-19 Vaccine Refrigerator POD Transport Log and the Hourly Celsius Log  · Verify the portable refrigerator and DDL are in temperature range before moving the vaccine into the unit.  · Complete the COVID-19 Vaccine Refrigerator POD Transport Log  · Complete the Hourly Celsius Log each hour the vaccine is out of the main refrigerator unit.  · Plug the portable refrigerator into the vehicle as soon as it is placed inside, and ensure it is plugged in once you  reach the POD location (this is vital to maintain the cold-chain and keep the vaccine in the field over 8 hours).  · If the temperature goes out of range during the POD, immediately return it to the clinic. The vaccine coordinator  will call VPDIP (800)404-3006. The vaccine will be in a bag and mark "Do not Use" and place it in the facility  refrigerator  · Maintains service vehicle driven, such as checking fluid levels replenishing fuel.    **Comments :**  >The candidate for the position will need to have their own transportation and will be reimbursed for mileage only.  >The candidate selected for this position would be traveling to and from their residence to the Jackson CO Depo in West TN regularly, but also responding to transports within that area and could be asked to travel up to a max of 200 miles roundtrip in one workday. Work hours are 8-4:30pm, so typically a courier is assigned in a way that ensures they can complete a vaccine pick-up and drop-off within those work hours, however. This all depends on the need in transport requests. Transport requests are assigned to these positions based on which transporter is closest to the location that needs the transport. | | | | | |
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| Reviewed By: | Swathi G | Date: | 05/09/2024 |
| Approved By: | Ram S | Date: | 05/09/2024 |
| Last Updated By: | Swathi G | Date/Time: | 05/09/2024 |