



Nuclear Pharmacy Courier Tech

Job Code: 8105

Salary Grade: C04

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

This position requires the preparing, handling, delivering, and returning of packages, documents, letters, radioactive material, prescriptions, and other requested items in a manner that ensures timely, safe, and accurate delivery items. This position will also require responsible maintenance and care of assigned vehicle(s).

- Prepares and handles deliveries consistent with DOT regulations and nuclear pharmacy procedures
- Performs final packaging of radiopharmaceuticals in lead-shielded containers, consistent with all departmental, local, state, and federal regulations
- Prepares a shipper's manifest consistent with all departmental, local, state, and federal regulations concerning transportation of radioactive material and secures the package(s) in the delivery vehicle
- Delivers radioactive material and other requested items to hospitals and clinics as coordinated with the pharmacist-on-duty
- Picks up and/or returns packages to the pharmacy consistent with DOT regulations and nuclear pharmacy procedures
- Returns used radiopharmaceuticals and other requested items from hospitals and clinics consistent with departmental, local, state, and federal regulations regarding transportation of radioactive materials
- Checks-in and disposes of all returned material consistent with departmental, local, state, and federal regulations
- Disposes of all radioactive waste consistent with departmental, local, state, and federal regulations
- Conducts all pick-ups and deliveries in timely, safe, and accurate manner
- Practices safe and proper loading and unloading techniques for all deliveries or returns
- Seeks efficient travel routes and completes delivery assignments within the scheduled, assigned shift while complying with all traffic regulations
- Ensures compliance with departmental rules and regulations and adheres to all safety protocols
- Follows all departmental instructions, standard operating procedures, and policies precisely
- Conducts routine vehicle inspections and notifies manager of vehicles repairs as needed
- Schedules and arranges for maintenance of vehicle(s)
- Follows all DOT and University of Oklahoma regulations for safe and courteous operation of state-owned vehicles, including adhering to all traffic laws, state, and local ordinances
- Cleans and restocks the nuclear pharmacy with supplies needed for normal day-to-day operations
- Checks-in inventory items and notifies pharmacist-on-duty of changes in inventory
- Attends annual in-services on safe handling of radioactive materials and motor vehicle safety
- Performs other duties as assigned

Minimum Qualifications

Education:

Required: High School Diploma or GED

Experience:

Required: 0 -12 months experience in transportation or related experience

Certifications or Licenses:

Required: Valid state-issued driver's license

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to function well in a high-paced and, at times, stressful environment
- Must maintain valid state issued driver's license
- Pass a motor vehicle record check and maintain good driving record
- Ability to maintain basic logs and records
- Knowledge of transportation management and DOT requirements
- Excellent verbal and written communication skills



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

- Detail-oriented with time-management skills

Working Conditions

Physical:

- Occasional exposure to outdoor weather conditions
- Walking, standing, and sitting (driving)
- Regularly stands, lifts, bends, stoops, lifts above shoulders.
- Ability to lift, carry, and move 50-100 lbs.

Environmental:

- Possible exposure to radioactive materials

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