

## DUTY STATEMENT

Employee Name:

Classification: Pharmaceutical Consultant II (Specialist)	Position Number: 580-xxx-7994-909
Working Title: Pharmaceutical Consultant II (Specialist)	Work Location: Various
Collective Bargaining Unit: R19	Tenure/Time Base: Permanent/Full-time
Center/Office/Division: Center for Health Care Quality/Licensing & Certification Program	Branch/Section/Unit: Field Operations Region VI/Pharmaceutical Consultant Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

### Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan as the Pharmaceutical Consultant (PC) II (Specialist) reviews and analyzes federal and state laws and legislation. The position evaluates and makes recommendations on pharmaceutical services provided by licensed health care facilities. Serves as a consultant to regional offices and provide guidance and consulting services to CDPH staff on all aspects of pharmaceutical services as required by State and Federal laws and regulations in licensed health facilities. Must maintain a current California pharmacist license in good standing. Travel throughout assigned territory and when necessary, statewide, up to 50%.

The incumbent works under the direction of the Pharmaceutical Program Consultant.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance

- Medical Clearance
- Travel: up to 50%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Registered pharmacist license issued by the California State Board of Pharmacy
- Other: California Driver’s License

**Essential Functions (including percentage of time)**

- 50% Conducts surveys as a specialist surveyor to evaluate the quality of pharmaceutical services and care delivered in licensed health facilities, including but not limited to, those with a poor compliance history, high psychotherapeutic drug use, or frequent complaints related to medication safety or pharmaceutical services. Conducts surveys of licensed health care facilities to evaluate implementation of medication error reduction practices and use of medication-related equipment/devices such as sterile compounding equipment and automated drug delivery systems (ADDs) in health care facilities for safety and effectiveness. Conducts investigations of complaints in health facilities regarding drug therapy, pharmaceutical services, and other drug-related issues. Provide written reports on facility noncompliance in conformance with Center and departmental requirements in a timely manner.
- 30% Provides consultation and guidance to Center staff, other governmental agencies, stakeholders and members of the public on regulatory requirements related to pharmaceutical services in the health system. Provides expert advice to the aforementioned entities to promote safe and effective pharmaceutical services and compliance with State and Federal requirements
- 10% Develops and provides training and educational sessions to department staff, professional organizations, other governmental agencies, ombudsman programs, and members of the public in regard to medication safety and pharmaceutical services. Develop training materials and tools for staff development.

**Marginal Functions (including percentage of time)**

- 5% Gives expert witness testimony in legal hearings as necessary, such as arbitration hearings, administrative law judge hearings or appearing in municipal, superior, or federal court. Provides relevant information and consultation in citation review conferences, informal dispute resolutions, and complaint appeals. Participates in the development and evaluation of guidelines, policies, regulations and statutes relating to pharmaceutical services in all licensed and/or certified health facilities. Evaluates and makes recommendations to Center supervisors and managers on program flexibility requests related to pharmaceutical services from providers.
- 5% Develops and participates in continuous quality assurance programs to promote accurate and consistent interpretation and enforcement of regulations related to drug therapy and pharmaceutical services. Performs other work-related duties as required.

I certify this duty statement represents an accurate description of the essential functions	I have read and understand the duties and requirements listed above, and am able to perform
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of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.	these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)
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Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
<b>HRB Use Only:</b> Approved By: S. Kandhro	Date 12/16/2019		