

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – ATASCADERO
PHARMACY**

JOB CLASSIFICATION: PHARMACIST I

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under direction, to perform professional pharmacy work; prepares and dispenses drugs and pharmaceuticals supervises the work of Pharmacy Technicians: and facilitates optimal drug utilization within the institution through monitoring and clinical activities.

50 %

DRUG DISTRIBUTION

- **Provide functional supervision for Pharmacy Technicians in their day to day work to insure productivity and accuracy.**
- **Participate in monitoring of quality and appropriateness of pharmacy services related to:**
 - **Unit Dose Distribution transitioning to Automated Dispensing Device drug distribution**
 - **Hospital medication use patterns**
 - **Drug regimen review and drug utilization evaluation studies**
 - **Unit medication room drug storage procedures**
 - **The procurement, storage, distribution and control of all medications used within the institution.**
 - **The upgrading of the pharmacy's procedure manual.**
 - **Maintaining an effective control system for all Federally and Hospital Controlled substances including:**
 - **Schedule II – V medications**
 - **Monthly inspection of controlled substances issued to the units**
- **Maintain computerized patient medication profiles.**
- **Computerized physician's orders reviewed and validated.**
- **Stock medications as necessary.**
- **Dispense medication for Pharmacy unit dose system, automated dispensing devices, floor stock system, and special handling or labeling system.**
- **Dispense discharge patient prescriptions in accordance with applicable State and Federal Laws.**
- **Ensure labeling for all medication leaving the pharmacy complies with all professional and legal standards.**

- Inspect and verify medication sent from outside sources to patients for their personal use.
- **Inspect and restock the after-hours Night Locker on a daily basis.**
- **Serve on-call on a rotational basis providing after hour's service to the facility.**

35 %

CLINICAL

- Medication variance monitoring, evaluation, & reporting.
- Adverse Drug Reaction evaluation, monitoring, & reporting.
- Assist in the formation and development of Drug Use Evaluations (DUE)
 - DUE's include data collection, assimilation, and report generation.
- Patient medication education; e.g.:
 - Medication management groups
 - Patient discharge consultations
- Provide professional staff with medication education through both verbal and written efforts in the form of:
 - Staff in-service education
 - Patient presentations
 - Nursing Education lectures to include:
 - Lecture preparation
 - Test development and scoring
- Attendance and participation at Interdisciplinary Team meetings.
- Serve on assigned committees, i.e.; Pharmacy and Therapeutics, Therapeutic Review Committee, Antimicrobial Stewardship, Infection Control, Medication Management Performance Improvement, Emergency Management, and others as deemed necessary.
- **Respond verbally and in writing to drug information requests & consults.**
- Participation in the hospital's in-house training efforts, i.e.; Core training and others.
- Effective evaluation of medical and pharmaceutical literature.
- Participate in relevant continuing education programs to maintain and increase personal professional competence.
- As deemed necessary, report in professional journals relevant findings and observations.
- **Assist with the Pharmacy's Drug Regimen Review process to include data collection, assimilation and dissemination of results. Initiate Drug Regimen Review consultations.**

- Perform medline searches.
- **Develop/implement/participate in patient disease management clinics.**
- **Pharmacy internship preceptor teaching.**

15 %

ADMINISTRATIVE AND COMPUTER/FAX

- **Participate in the system-wide standardization and development of specifications for an Electronic Health Record**
- **Participate in the continued development of an Automated Dispensing Device distribution system.**
- **Identify performance improvement activities to improve medication safety and patient outcomes.**
- **Create and maintain special databases and programs as needed to facilitate required functions.**
- **Assist in keeping pharmacy material secure and confidential by maintaining compliance with HIPAA regulations.**
- Report to Pharmacy Services Manager on developments occurring through committee participation.
- Maintain hospital required Core training requirements.
- **Participate in the development/implementation of pharmacy policies/procedures.**
- **Develop/implement peer review standards of practice.**
- Perform other duties as assigned.

2. SUPERVISION RECEIVED

Pharmacist II

3. SUPERVISION EXERCISED

Functional supervision of Pharmacy Technicians

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Laws and procedures pertaining to dispensing and use of medications and narcotics; principles of effective supervision; the department's Equal Employment Opportunity (EEO) program objectives; a manager's role in the EEO program; and the processes available to meet EEO objectives.

ABILITY TO:

Dispense and maintain appropriate inventory for medications in compliance with legal requirements; supervise the work of others; keep records and prepare reports; analyze situations accurately and take effective action; assimilate and provide information on drugs and their actions; effectively contribute to the departments

EEO objectives.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR

Not applicable.

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

Pediatric Adolescent Adult Geriatric

THERAPEUTIC STRATEGIES AND INTERVENTIONS (TSI)

Applies and demonstrates knowledge of correct methods in the prevention/management of aggressive behavior

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace that enables the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

CONFIDENTIALITY OF STATE CONTRACTS

Maintains and safeguards the nondisclosure agreements for the procurement of pharmaceuticals.

RELATIONSHIP SECURITY ISSUES

All interactions with patients and staff will be conducted in a professional manner. Every employee must always maintain therapeutic boundaries with patients.

SITE SPECIFIC COMPETENCIES

- Demonstrates knowledge of psychopharmacology.

- Demonstrates knowledge of disease-specific treatments.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Demonstrates proficiency in the Physician Ordering Pharmacy System.
- Demonstrates proficiency in the Unit Dose Drug Distribution System and Automated Dispensing Device Distribution System.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Posses a valid certificate of registration as a licentiate in pharmacy issued by the State Board of Pharmacy.

7. TRAINING - Training Category = 08

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date