

PORTERVILLE DEVELOPMENTAL CENTER
Porterville, California

JOB DUTY STATEMENT

JOB TITLE: PHARMACIST INTERN
JOB CLASS: PRE-LICENSED PHARMACIST
LOCATION: MEDICAL DIRECTOR'S OFFICE/PHARMACY

GENERAL STATEMENT OF DUTIES:

An Intern Pharmacist may perform all functions of a pharmacist at the discretion of and under the direct supervision and control of a pharmacist whose license is in good standing with the State Board of Pharmacy. Under the supervision of a licensed Pharmacist, prepares and dispenses drugs and pharmaceutical preparations; fills prescriptions; reviews patients' charts and medication regimens; participates in treatment team meetings; provides ongoing consultation to the treatment teams and the Medical Review Committee; maintains unit dose system; keeps records of drugs, poisons, and narcotics as required by Federal and State laws; properly handles investigational drugs; assists in the preparation of estimates and requisitions for the drugs, sundries and chemicals required, and keeps records of those received, on hand and dispensed.

SUPERVISION RECEIVED:

Supervised directly by the Pharmacist I, Pharmacist II & Pharmacy Services Manager.

SUPERVISION EXERCISED:

None

TYPICAL PHYSICAL DEMANDS:

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained within this Duty Statement.

TYPICAL WORKING CONDITIONS:

On-going interaction with Pharmacy Staff, Providers, HSS, RN, Vendors, Program and Unit Staff. Maintain drug supply, inventory, stocking, picking unit doses, packaging, pickup and delivery of drugs, and computer data entry. The competency will be assessed continuously.

ESSENTIAL DUTIES AND TYPICAL TASKS:

Under the direct supervision and control of a pharmacist an Intern pharmacist will comply with State Board of Pharmacy, CDPH, FDA, DEA, State & PDC facility rules, regulations and policies in all areas.

- I. **65%** Distribution:
 - A. Non-Unit Dose dispensing and compounding.
 - B. Unit Dose dispensing and order processing.
 - C. Fill employee and resident prescriptions.
 - D. Prepare and label IV admixtures and hyperalimentation (TPN).
 - E. Check unit dose cart as required.
 - F. Pick unit dose cart when required.
 - G. Medication counseling with employee prescriptions.
 - H. Provide in-service training to Pharmacy Assistants and Pharmacists.

- II. **10%** Inventory:
- A. Stock non-unit dose pharmacy and check for outdated medications.
 - B. Stock IV station when assigned or assign Pharmacy Assistant to help stock IV station.
 - C. Check inventory of narcotics when assigned.
 - D. Check and update pharmacy night locker (NOD night stock).
- III. **15%** Clinical:
- A. Inspect clinic rooms as required.
 - B. Perform Drug Regimen Reviews as assigned.
 - C. Attend I.D.T. meetings as assigned.
 - D. Participate in BMC meetings as assigned.
 - E. Monitor Clozapine patients, update and maintain the national registry.
 - F. Attend Infection Control and P&T committees when assigned.
 - G. Conduct ADR reporting when required.
 - H. Report and document medication errors and near misses.
 - I. Verbal and/or written consultation requested by treating staff on drug therapy. Prepare new Admission Evaluation/Client History when assigned.
 - J. Attend training as assigned.
- IV. **10%** Computer Operation:
- A. Enter Physician's Orders.
 - B. Employee prescriptions.
 - C. Monthly renewals.
 - D. Help maintain client-specific computer data for Pharmacy.

Pharmacist II or Pharmacy Services Manager

Pre-Licensed Pharmacist
(Intern Pharmacist)

Date