

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: DF	Date: 10/2025
Employee Name	Division Medical Director		
Position No / Agency-Unit-Class-Serial 455-427-7658-XXX	Unit Pharmacy		
Class Title Pharmacy Technician	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R20	Work Week Group 2	Class Ranges T
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under the direct supervision of a pharmacist in a State developmental center or hospital, performs packaging, manipulative, repetitive, or other non-discretionary tasks related to the processing of a prescription in a licensed pharmacy, excluding all functions restricted to a registered pharmacist.			
45%	DRUG DISTRIBUTION: • Follow pharmacy and nursing policy/procedures and Administrative Directives regarding medication processes at Department of State Hospitals – Atascadero (DSH -A). • Fill unit medication orders (bulk, special handling, controlled). • Fill Unit Dose patient medications. • Operate the repackaging machines to package medications into unit dose packets. • Fill and restock the Automated medication Dispensing Devices (ADDs) throughout the hospital for administration to patients. • Maintain the repackaging machine and the ADDs (cleaning and basic maintenance). • Review and interpret ADDs' reports to help resolve medication inventory discrepancies and obtain documentation for medication overrides performed by unit staff. • Utilize the ADDs' reports to maintain inventory, assign and adjust inventory to individual units, and coordinate medication coverage for patients transferring between units. • Fax validated physician medication orders to the appropriate units. • Filing documentation. • Interface with units regarding unit dose processes and Automated Dispensing Devices. • Fill prescriptions for discharged patients to be verified by the pharmacist on duty. • Process and assemble injectables and intravenous admixtures for verification by the pharmacist on duty.		

	• Make any necessary medication deliveries related to the operational needs of the pharmacy/facility as requested by the supervisor(s) or pharmacist(s). • Projects as required.
45%	AUTOMATION: • Accurately read and interpret physician's orders. • Work directly with pharmacists to ensure accuracy of data collection, interpretation, and input of physician orders. • Interface with unit regarding physician orders scheduling, distribution of automated Physician Orders (PO) and medication administration records. • Interface with unit staff for retrieval of copies of physicians' orders. • Process patient medication transfer orders. • Print monthly medication administration records for the units. • Knowledge of medical terms, abbreviations, medications (Brand, generics, dosage forms, strength, and upper limits). • Answer incoming phone calls on a multiline telephone, manage inquiries, and transfer calls to the appropriate Pharmacist or Pharmacy Technician as necessary.
10%	PROCUREMENT AND STORAGE: • Utilize prime vendor software to purchase pharmaceuticals. • Resolve purchasing issues and track medications on backorders. • Stock medication inventory on shelves, and rotate stock. • Participate in checking for outdates (expired/expiring medication) on all pharmacy medication inventory, ADDs inventory throughout the hospital, Emergency Kits, and Crash Carts. Participate in medication room inspections. • Update shelves with prime vendor stickers. • Research and process recalled medications. • Clean medication inventory shelves. • Maintain and update medication information in the automated dispensing system and repackaging equipment. • Collect and dispose of wasted medications in the appropriate waste receptacles. • Help stock/restock unit emergency kits and crash carts. • Provide training and share knowledge to new and existing pharmacy staff as directed by supervisor(s).
Other Information	Supervision Received: Functional supervision from Pharmacist I staff. Administrative supervision from Pharmacist II and /or Pharmacy Services Manager. Supervision Exercised: N/A

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Basic clerical, record keeping, and pharmacy office practices; basic pharmaceutical terminology; weights and measures; sterile techniques.

ABILITY TO:

Follow meticulous written and oral instructions; read and write English; perform mathematical computations with accuracy; learn and distinguish subtle differences in pharmaceutical terminology; type accurately.

REQUIRED COMPETENCIES:**ANNUAL HEALTH REVIEW**

All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

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 vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

	SITE SPECIFIC COMPETENCIES: Knowledge of psychotropic medications (upper limits, drug interactions). Knowledge of policy/procedures related to medication use within the hospital. TECHNICAL COMPETENCIES: Knowledge/proficiency in unit dose and Automated Dispensing Device distribution. Knowledge/proficiency in the physician ordering pharmacy software system. 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: • Possess a valid certificate of registration as a Pharmacy Technician issued by the State Board of Pharmacy. TRAINING CATEGORY - 3 The employee is required to keep current with the completion of all required training. PHYSICAL DEMANDS – See attached WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. 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.
	I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ Employee Signature _____ Date
	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ Supervisor's Signature _____ Date _____ Reviewing Supervisor's Signature _____ Date

Physical Requirements of Position
Pharmacy Technician (7658)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public		X				
With inmates, patients, or clients		X				
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.			X			
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing			X			
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)			X			
Pushing & Pulling		X				
Power Grasping		X				
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)	X					
Computer use (keyboard, mouse)				X		
Walking on uneven ground	X					
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals		X				
Working at heights	X					