

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Medical Services - Pharmacy (Institution)		CLASSIFICATION TITLE Pharmacist I				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:						
Under the direction of the Pharmacist-in-Charge (Pharmacist II), the Pharmacist I performs duties and tasks related to the provision of professional pharmacy services as part of the care team. The Pharmacist I verifies orders, prepares and dispenses medications, reviews patient medication profiles, and ensures proper handling and record keeping of drugs, dangerous devices, and narcotics in accordance with CCHCS policies, federal and state laws, and regulations.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>					
	ESSENTIAL FUNCTIONS					
40%	Performs complete medication profile reviews to ensure the appropriateness and safety of prescribed medications, and identifies potential drug interactions, duplications, and contraindications. Authorizes new and refill prescriptions in the pharmacy dispensing system. Completes the final product check on medications dispensed to patients and clinics. Consults with health care providers on proper prescribing and use of medications. Reviews discharge medications for hospitalized patients to facilitate transition of care. Provides patient information and counseling services to patients, and drug information to providers. Completes polypharmacy reviews and provide necessary in-service training to nursing staff as it relates to pharmacy services. Contacts and confers with prescribers regarding questions or issues with prescribed orders.					

30% 25% 5%	Prepares various reports, data, and information as required. Acts as an area supervisor in overseeing work completed by Pharmacy Technicians to ensure safety, quality and productivity. Performs monthly audits of medication areas, assist with medication inventory control including that of Automated Drug Delivery Systems and clinics, and ensures that drugs and medications are stored and handled properly. Ensures proper handling and record keeping of drugs and narcotics as required by federal and State laws and regulations; maintains accurate records and ensures they are available when needed. Maintains inventory management and quality assurance systems, to ensure adequate and effective control of drugs and complies with the policies and requirements of CCHCS. Trains pharmacy staff who dispense controlled substances and ensures proper control and security of medications stored within the pharmacy, clinics, and other medication areas. Instructs pharmacy staff in dispensing, inventorying, record maintenance, and other tasks. Participates in committees, seminars, and meetings to discuss the delivery of safe and effective drug therapy. Works in collaboration with other health care providers to implement safe and sanitary practices. Completes other tasks as required to safely and efficiently provide pharmacy services. Travel as needed and performs other related duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Compounding of prescriptions and stock pharmaceutical preparations; drugs, chemicals, and pharmaceutical supplies required in the operation of a dispensary; laws pertaining to dispensing and use of narcotics and poisons; and principles of effective supervision. <i>Ability to:</i> Compound prescriptions and stock pharmaceutical preparations; supervise the work of others; keep records and prepare reports; analyze situations accurately and take effective action; and assimilate and provide information on drugs and their actions. LICENSE REQUIREMENT Possession of a valid certificate of registration as a licentiate in pharmacy issued by the State Board of Pharmacy. SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT - CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. SPECIAL PHYSICAL CHARACTERISTICS Persons appointed to this position will be expected to frequently lift, carry, push, pull, or move objects weighing up to 40 pounds. This position involves frequent standing and walking. SPECIAL PERSONAL CHARACTERISTICS - Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. - Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. - Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. - Ability to build trust, improve communication, and assist with the transformation of correctional

	culture. • Willingness to work in a State institution and freedom from communicable diseases. • Willingness to work as a team member with other professional staff; willingness to provide patient-oriented services. • Willingness to work up to ten percent of time at locations within a geographical region.	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE