STATE OF CALIFORNA

CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

DUTY STATEMENT

RPA	EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)
UNIT NAME AND CITY LOCATED Pharmacy - Institution	CLASS TITLE Pharmacy Technician
WORKING DAYS AND WORKING HOURS a.m. to p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency – Unit – Class – Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the direct supervision of a Pharmacist II, the Pharmacy Technician performs basic services in a pharmacy and technical duties which do not require licensure. The Pharmacy Technician assists in maintaining pharmacy operations and assists the pharmacists in preparing prescriptions and maintains records and inventories of drugs, poisons, and narcotics in accordance with Department policies and federal and State laws and regulations. May work around inmates of a correctional facility.

% 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. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
35%	Assists the pharmacist in preparing prescriptions and keeping the medication drawers organized and properly stocked with the prescribed dosages. Enters prescription information into the computer system and produces printed labels for medication. Ensures that medications are properly prepared for filling and dispensing prescriptions, and repackaging the unutilized portion. Ensures that all required documentation is filed.
30%	Assists in conducting inventory maintenance and in filling clinic stock orders. Segregates, labels, and stores pharmaceutical supplies; reviews pharmacy stock for expired drugs; and cleans equipment, shelves, and work areas. Assists in distributing medications to the clinics and all other assigned areas.
20%	Coordinates the availability of transportation from the motor pool or the warehouse to properly transport pharmaceuticals to the pharmacy and ensures the vehicle is returned after the delivery. Organizes and stocks the unit-dose carts, picks up and delivers drugs, delivers carts or medication cassettes to and from the nursing units, and makes routine rounds to the nursing units to pick up new physician orders or to deliver stock items and other medications.
10%	Receives incoming pharmaceuticals and ensures that invoices correctly represent incoming orders and stores medications in their designated areas. Retrieves, maintains, updates, and files pharmacy information.
5%	Performs other duties as required.

	KNOWLEDGE AND ABILITIES
	Knowledge of: Basic clerical, record keeping, and pharmaceutical office practices; basic pharmaceutical terminology; weights and measures; and sterile techniques.

Adopted: _____ Revised: _____

	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; and type accurately. **ADDITIONAL DESIRABLE QUALIFICATION** *Education:* equivalent to completion of the 12th grade. **LICENSE REQUIREMENT** Possession of a valid certificate of registration as a Pharmacy Technician issued by the State Board of Pharmacy set forth in Section 4115 and 4202 of the Business and Professions Code (after one year of employment). **SPECIAL PERSONAL CHARACTERISTICS** Willingness to recheck one's own work and work within exacting and meticulous guidelines; personal hygiene that is consistent with a medical setting; and normal color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
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