

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 II				
		WORKING TITLE				
		COI Yes ☒ No ☐	WORK WEEK GROUP E	CBID S19	TENURE	TIME BASE
SCHEDULE (WORKING DAYS AND WORKING HOURS) 8:00 a.m. to 5:00 p.m. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.						
PRIMARY DOMAIN:						
Under the general direction of the Chief Executive Officers and the clinical direction of the Medical Services, Pharmacy Services, Receiver's Clinical Executive, the Pharmacist II plans, organizes, and manages the work performed in the facility's pharmacy services and supervises the work of the pharmacy staff at one or more State correctional facilities. The Pharmacist II must register with the California State Board of Pharmacy as the Pharmacist-in-Charge. The Pharmacist II supervises, instructs in the preparation and dispensing of drugs and medications, reviews patient electronic health records and medication profiles, and ensures proper handling and record keeping of drugs, poisons, and narcotics in accordance with Department 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. (Use addition sheet if necessary)					
ESSENTIAL FUNCTIONS						
40%	Plans, supervises, and coordinates the institution's pharmacy services and the work of the pharmacy staff. Responsible for the proper control and distribution of the drugs prescribed and dispensed to patients. Ensures security, proper storage, handling, and record keeping of drugs and controlled substances are stored as required by federal and State laws and regulations. Maintains accurate records and ensures they are available timely upon request. Advises and consults with departmental chiefs regarding drug matters and the proper prescribing and dispensing of medications to patients. Provides consultant oversight and inventory management for licensed clinics to which it furnishes. Performs all the duties of a staff pharmacist related to the preparation and dispensing of medications.					
35%	Develops and maintains inventory systems to ensure effective and efficient control of dangerous drugs and comply with Departmental policies, federal and State laws, and regulations. Ensures pharmacy is adequately staffed during hours of operation, schedules pharmacy staff, and assigns					

20% 5%	duties as appropriate to promote the efficient operation of pharmacy services. Supervises staff in preparing and dispensing drugs and controlled substances. Supervises, monitors, and evaluates staff performance and provides feedback to staff on a timely basis. Plans and implements staff training and development programs. Maintains pharmacy records, prepares various reports, and provides information as requested. Works in collaboration with other health care providers to establish, improve, and implement safe and sanitary practices. Participates in meetings with other disciplines to discuss the delivery of safe and effective drug therapy. Participates in committees, seminars, and meetings as required. Travels 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; principles of effective supervision; operation of a large hospital laws pertaining to dispensing and use of narcotics and poisons; principles of facility pharmacy operation and management; and patient-oriented services. <i>Ability to:</i> Compound prescriptions and stock pharmaceutical preparations; manage the pharmacy or one or more major pharmacy services programs for a large hospital; lead, supervise, and instruct others in pharmaceutical work; keep records and prepare reports; and analyze situations accurately and take effective action. 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. • Have completed the Board of Pharmacy (BOP)-provided Pharmacist-in-Charge Overview and Responsibility training course as described in the Health Care Department Operations Manual (HCDOM), Section 3.5.2, Pharmacy Licensing Requirements. 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 disease; willingness to work as a team member with other professional staff; willingness to provide patient-oriented

	services.	
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