

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 4/3/2024
Employee Name	Division Medical Director		
Position No / Agency-Unit-Class-Serial 455-427-7659-XXX	Unit Pharmacy		
Class Title Pharmacist I (Safety)	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R19	Work Week Group 2	Class Ranges T
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under general supervision of the Pharmacist II, the Pharmacist I, prepares and dispenses medications and pharmaceuticals, and supervises the work of Pharmacy Technicians. All Pharmacists are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of patient care. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).			
50%	DRUG DISTRIBUTION Provide functional supervision for Pharmacy Technicians in their day-to-day duties to ensure productivity and accuracy of Pharmacy operations. Ensure the accurate distribution of unit dose medications, controlled substances, floor stock, and special handling medications to all units. Ensure proper medication storage, stock levels, and accurate record keeping. Maintain complete patient profiles and drug allergies. Maintain complete patient medication profiles. Review and validate physician orders against complete patient profiles. Dispense discharge patient prescriptions in accordance with applicable State and Federal Laws. Inspect and validate accurate labels for all medications dispensed from the pharmacy that comply with all professional and legal standards. Inspect and verify medication sent from outside sources to patients for their personal use in cases when adherence is critical, and Pharmacy cannot obtain medications in a timely manner. Inspect and restock the after-hours Night Locker on a daily basis. Perform monthly medication room and clinic inspections. Maintain accurate records for all federally and hospital Controlled substances including: • Accurate inventory of Scheduled II – V medications weekly. • Ensure accurate count received from the pharmaceutical wholesaler. • Daily inspection of controlled substances issued to the units. Serve on-call on a rotational basis providing after hour's service to the facility.		

35%	CLINICAL Medication variance and adverse drug reaction evaluation, monitoring, and reporting. Perform drug regimen review and offer potential interventions to physicians when identified. Assist in medication use evaluations by collecting and analyzing data and providing reports for improvement. Provide patient education through medication management groups. Patient discharge consultations. Provide professional staff with medication training and education through both verbal and written efforts in the form of presentation for: • Staff in-service education • Nursing education Attendance and participation at Interdisciplinary Team meetings, i.e., Department of Medicine, Department of Psychiatry and assigned committees, i.e., Pharmacy and Therapeutics, Therapeutic Review Committee, Antibiotic Stewardship program, Infection Control, Medication Management Performance Improvement, Emergency Care Committee and others as deemed necessary. Report to Pharmacy Services Manager on developments occurring through committee participation. Respond verbally or in writing to drug information requests & consults. Effective evaluation of medical and pharmaceutical literature. Participate in relevant continuing education programs to maintain and increase personal professional competence. Develop/implement/participate in patient disease management clinics. Pharmacy internship preceptor teaching. Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI). Assist in the maintenance of a safe and secure environment through response to physical assaults, escape attempts or other major patient disturbance, and assist in the management of the conduct of the patients.
10%	ADMINISTRATIVE AND COMPUTER/FAX Participate in the system-wide standardization and development of specifications for an Electronic Health Record. Participate in the continued development of an Automated Dispensing Device distribution system. Identify performance improvement activities to improve medication safety and patient outcomes. Create and maintain special databases and programs as needed to facilitate required functions. Assist in keeping pharmacy material secure and confidential by maintaining compliance with HIPAA regulations. Maintain hospital required Core training requirements. Participate in the development/implementation of pharmacy policies/procedures.
5%	OTHER DUTIES AS ASSIGNED: Shall be available to provide any other Pharmacist duty as directed by the Pharmacy Services Manager or designee to perform ethical duties of a licensed pharmacist. Perform other duties and special projects as assigned consistent with this classification.

Other Information	Supervision Received: Pharmacist II Supervision Exercised: Functional supervision of Pharmacy Technicians KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Laws and procedures pertaining to dispensing and use of medications and narcotics; principles of effective supervision; the department's Equal Employment Opportunity (EEO) program objectives; a manager's role in the EEO program; and the processes available to meet EEO objectives. ABILITY TO: Dispense and maintain appropriate inventory for medications in compliance with legal requirements; supervise the work of others; keep records and prepare reports; analyze situations accurately and take effective action; assimilate and provide information on drugs and their actions; effectively contribute to the departments EEO objectives. 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).
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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

- Demonstrates knowledge of psychopharmacology.
- Demonstrates knowledge of disease-specific treatments.

TECHNICAL COMPETENCIES

- Demonstrates proficiency in the Physician Ordering Pharmacy System.
- Demonstrates proficiency in the Unit Dose Drug Distribution System and Automated Dispensing Device Distribution 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 licentiate in pharmacy 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
Pharmacist I (7659)

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 (Stairs)				
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					