

DUTY STATEMENT

Employee Name:

Classification: Pharmaceutical Consultant II	Position Number: 580-XXX-7994-XXX
Working Title: Consultant	Work Location: Multiple
Collective Bargaining Unit: R19	Tenure/Time Base: Permanent/Full-time
Center/Office/Division: Center for Health Care Quality, Licensing & Certification Program	Branch/Section/Unit: Field Operations Region VI, Pharmaceutical Consultant Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Job Summary

The Pharmaceutical Consultant (PC) II (Specialist) reviews and analyzes federal and state laws and legislation and makes recommendations for pharmaceutical services provided by health care facilities. Serves as a consultant to district offices and provide guidance and consulting services to staff and health facilities' operators on drugs and drug utilization, pharmacy practice, and pharmaceutical services, which are required in health facilities. Must maintain a current California pharmacist license in good standing. Travel throughout assigned territory and when necessary, statewide, up to 50%.

Special Requirements

- None
- Supervision Exercised
- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: up to 50%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: valid certification of registration in pharmacy issued by the California State Board of Pharmacy
- Other:

Essential Functions (including percentage of time)

40% Conducts surveys of licensed health care facilities as a specialist surveyor in facilities which have a poor compliance history, high psychotherapeutic drug use, frequent complaints related to medication therapy or pharmaceutical services and/or for surveys that the department may anticipate to be complex and

require special expertise. Conducts surveys of licensed health care facilities to evaluate implementation of medication error reduction practices and use of Automated Drug Delivery Systems (ADDS) in health care facilities.

Performs investigations of complaints regarding drug therapy, pharmaceutical services, and other drug-related issues. Evaluates the quality of pharmaceutical services and care delivered to all patients in licensed health facilities and compliance with both separate and unique federal/state licensing and certification requirements for each facility type.

- 30% Provides consultation and guidance to physicians, nurses, pharmacists, the Center staff, departmental staff, health care providers, professional associations, other governmental agencies, and members of the public on the pharmaceutical aspects of medical care and health care delivery systems, including medication therapy, pharmaceutical services provided and related regulatory issues as they pertain to all health facilities licensed and certified by the Center. Provides expert advice to the aforementioned entities in order to ensure compliance with State and Federal requirements.
- 15% Develops and implements training for departmental staff, healthcare providers and their associations, professional organizations, other governmental agencies, ombudsman programs, and members of the public in regard to pharmaceutical drugs, drug utilization, pharmacy practice, and pharmaceutical services which are required in health facilities in order to ensure that education on proper pharmaceutical practices and drugs are utilized. Gathers materials and researches the most current tools used for training purposes, as well as conducts training sessions.
- 5% Identifies and records deficiencies in regard to pharmaceutical practices and federal and state regulations. Gives expert witness testimony in legal hearings as necessary such as arbitration hearings, administrative law judge hearings or appearing in municipal, superior, or federal court. Provides relevant information and consultation in citation review conferences, informal dispute resolutions, and complaint appeals.
- 5% Develops guidelines, policies, regulations and statutes relating to pharmaceutical services in all health facilities, home health agencies, hospices, clinics, correctional treatment centers, ambulatory surgical centers and chronic dialysis facilities licensed and certified by the Center and regularly monitors their effectiveness. Evaluates Title 22, California Code of Regulations, and program flexibility requests for pharmaceutical services regulations from providers, and makes recommendations to Center supervisors and managers.

Marginal Functions (including percentage of time)

- 5% Develops and participates in continuous quality assurance programs with a goal to ensure accurate and consistent interpretation and enforcement of regulations related to drug therapy and pharmaceutical services. Performs other work-related duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.	I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)
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Supervisor's Name	Date	Employee's Name	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRB Use Only: Approved By: Karen Valencia	Date 2/5/18
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