



Pharmacy Series

Classification Title	Class Code	Date Established	Date Revised
Pharmacy Technician	7994	06-01-06	
Pharmacist I - 10 month	7991	07-01-78	06-01-06
Pharmacist I - 12 month	7992	06-04-73	06-01-06
Pharmacist II	7993	06-01-06	

OVERVIEW:

The Pharmacy Series is comprised of three classifications, which provide either technical pharmacy support or perform professional pharmacy and administrative functions within a campus Student Health Center pharmacy.

Pharmacy Technician - Under supervision of a licensed pharmacist, incumbents perform a variety of technical and administrative functions in support of pharmacy operations, including the non-discretionary tasks associated with the processing and packaging of prescriptions. Incumbents must possess and maintain current registration as Pharmacy Technician through the California Board of Pharmacy.

Pharmacist I - Under the general direction of the Student Health Center director or a more senior pharmacist, incumbents perform the full range of general licensed pharmacist duties, including consulting with the prescriber and patient; identifying, evaluating, and interpreting prescriptions; acquiring, compounding, and dispensing of medications, vaccines and other therapeutic agents; and ensuring pharmacy programs and operations and the delivery of pharmacy services are in compliance with established professional standards and applicable federal and state regulations. In smaller and/or less complex Student Health Center pharmacies that require only one regular or full-time pharmacist, incumbents may be responsible for some or all aspects of pharmacy administration, which may include serving as the Pharmacist-in-Charge, as defined and required by the California Board of Pharmacy.

Pharmacist II - Working under the general direction of the Student Health Center director, the Pharmacist II is distinguished by broader and higher-level responsibility for overall pharmacy operations and administration, typically at larger and/or more complex Student Health Center pharmacies. These pharmacies are characterized by more complex and varied operations and administration in such areas as formularies, finances and budget, insurance billings, locations, and staffing requirements. Incumbents perform general licensed pharmacist work and typically serve as the Pharmacist-in-Charge, as defined and required by the California Board of Pharmacy, and provide lead work direction to other licensed pharmacists and pharmacy support staff.

PHARMACY TECHNICIAN

Under supervision of a licensed pharmacist, Pharmacy Technicians perform a variety of technical and administrative functions in support of pharmacy operations, including the non-discretionary tasks associated with the processing and packaging of prescriptions. The following examples of typical work activities are meant to illustrate the general range of work functions performed by Pharmacy Technicians; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Review incoming prescription orders for validity and student eligibility. Enter data into the pharmacy's automated system and determine billing procedures when applicable.
- ◆ Process prescriptions including the packaging and labeling of drug products. May prepare and compound simple prescriptions for Pharmacist review.
- ◆ Compile and maintain appropriate medical and medication information and records from patients or their medical records and maintain appropriate prescription records in conformance with applicable university, state and federal regulations.
- ◆ Perform inventory management duties, including the ordering, cycling of stock, and removal of out of date items according to established policies.
- ◆ Perform cashiering functions, as needed.

TYPICAL QUALIFICATIONS:

Knowledge:

Incumbents must possess a working knowledge of brand and generic drug names, prescription packaging and labeling, aseptic compounding techniques, and drug disposal protocols; general knowledge of different pharmacy operations, practices, and procedures; and familiarity with the standards, ethics, laws, and regulations governing pharmacy practice in the State of California.

Abilities:

Incumbents must be able to understand and use pharmacy and medical terms, abbreviations, and symbols commonly used in prescribing and dispensing medications; perform the record-keeping functions involved in and related to dispensing drugs and inventory management; perform packaging and labeling of drug products; perform calculations for drug dosing; effectively use and maintain the pharmacy automated system to maintain pharmacy and prescription records, produce required reports, and perform cashiering functions; establish and maintain effective working relationships with practitioners and other health center support staff; and exhibit strong customer service skills with patients.

Education and Experience:

Incumbents must possess a high school diploma or equivalent and the necessary education and training to be a registered Pharmacy Technician by the California Board of Pharmacy. Such education and training may be an associate's degree in pharmacy technology **or** completion of an accredited pharmacy technician training program **or** equivalent training and experience, as defined and required by the California State Board of Pharmacy. Additionally, incumbents must possess sufficient experience to gain a working knowledge of daily pharmacy operations, typically ranging between six months to one year of experience working in a pharmacy setting.

Registration Requirements:

Incumbents must possess and maintain current registration as a Pharmacy Technician through the California State Board of Pharmacy.

PHARMACIST I

The Pharmacist I performs the full range of general licensed pharmacist duties, including consulting with the prescriber and patient; identifying, evaluating and interpreting prescriptions; acquiring, compounding and dispensing medications, vaccines and other therapeutic agents; and ensuring pharmacy programs and operations and the delivery of pharmacy services are in compliance with established professional standards and applicable federal and state regulations. Incumbents often serve as a staff pharmacist, but may be responsible for some or all aspects of pharmacy administration in Student Health Center pharmacies that are smaller and/or have less complex operations as these pharmacies often need only one regular or full-time pharmacist. Assignment of administrative responsibilities may include serving as the Pharmacist-in-Charge, as defined and required by the California Board of Pharmacy.

The following examples of typical work activities are meant to illustrate the general range of work functions performed by Pharmacist I; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Interpret prescriber orders and select, compound, and dispense prescriptions. Take and maintain appropriate patient drug and health histories. Counsel students regarding proper administration and storage of prescribed and over-the-counter medications. May develop educational materials for students relative to pharmaceuticals.
- ◆ Consult with and advise physicians and other practitioners on drug selection, dosage, and administration; drug action and side effects; drug interactions; alternative drug therapies; and drug availability and cost.
- ◆ Ensure proper maintenance of detailed prescription records, as well as inventory records on drugs, narcotics, and poisons. Prepare and file necessary reports, as required by the university and applicable state and federal laws and regulations.
- ◆ Acquire, receive, and maintain pharmaceuticals and supplies.
- ◆ Assist in the accurate completion of insurance forms and related paperwork.
- ◆ Ensure pharmacy operations and programs, as well as services delivered, are in compliance with professional standards and applicable federal and state regulations. Participate in Student Health Center quality assurance, accreditation, risk management, emergency preparedness, and other related programs.
- ◆ Keep current with developments in the pharmaceutical field and in areas affecting pharmacy operations.
- ◆ May be responsible for some or all aspects of pharmacy administration including coordinating pharmacy operations, participating in the development and implementation pharmacy policies and procedures, and assisting in budget preparation and management.
- ◆ May serve as the Pharmacist-in-Charge in smaller Student Health Center pharmacies requiring only one regular or full-time pharmacist, which entails ensuring the pharmacy is in compliance with all state and federal licensing and regulatory requirements and completing necessary reports, as defined and required by the California Board of Pharmacy.
- ◆ May be assigned to provide lead work direction to technical and administrative support staff within the health center pharmacy, such as pharmacy technicians and clerks. Lead work direction involves organizing and planning work; training and orienting employees, scheduling pharmacy support staff, assigning work, reviewing work, and providing input to employee selection and performance evaluations. Also may be responsible for scheduling on-call pharmacists.

TYPICAL QUALIFICATIONS:

Knowledge:

Incumbents must possess the knowledge to work as a licensed pharmacist including, but not limited to, a thorough knowledge of all drugs, chemicals and supplies required in the operation of the Student Health Center pharmacy; a comprehensive knowledge of the laws and regulations pertaining to the dispensing, storage, and recordkeeping of drugs, narcotics and poisons; a working knowledge of automated pharmacy systems; a general knowledge of pharmacy administration and the requirements of serving as a Pharmacist-in-Charge; and a working knowledge of campus procurement and budgetary processes.

Abilities:

Incumbents must be able to independently perform the duties of a licensed pharmacist including, but not limited to, compounding and filling prescriptions; evaluating written prescription orders to determine ingredients needed and ensure proper dosages; reviewing patient profiles against prescriptions for potential drug interactions and allergies; serving as a resource to practitioners and other medical support staff in the areas of pharmacology, drug combination, drug interaction, and alternative drug therapies; participating in the development and implementation of pharmacy policies, procedures and protocols; preparing and maintaining accurate records and reports; establishing and maintaining effective working relationships with other health center staff and management; be sensitive to, communicate effectively with, and provide support to diverse patients; and providing lead work direction to pharmacy support staff.

Education and Experience:

Graduation from a recognized and accredited college of pharmacy program as defined by the California Board of Pharmacy is required. In addition, incumbents must demonstrate sufficient experience and competency as a licensed pharmacist to work independently, and if assigned, assume administrative responsibilities within the health center pharmacy. Typically, this requires a minimum of one year of experience.

License Requirements:

Incumbents must possess and maintain a valid license to practice as a registered pharmacist, as defined and required by the California Board of Pharmacy.

PHARMACIST II

The Pharmacist II is distinguished by broader and higher-level responsibility and accountability for overall pharmacy operations and administration, typically at larger and/or more complex Student Health Center pharmacies. These pharmacies are characterized by more complex and varied operations and administration in such areas as formularies, finances and budget, insurance billings, locations, and staffing requirements. In addition to performing regular licensed pharmacist work, incumbents typically serve as the Pharmacist-in-Charge and provide lead work direction to other licensed pharmacists and pharmacy support staff.

The following examples of typical work activities are meant to illustrate the general range of work functions performed by Pharmacist II; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities. In addition to the general duties of a Pharmacist I, the Pharmacist II typically performs the following:

- ◆ Administer overall pharmacy operations including planning and organizing ongoing operations, developing and monitoring the pharmacy budget, ensuring compliance with quality assurance programs, overseeing insurance billing and processing, ensuring staff are competently trained, and scheduling staff.
- ◆ Serve as the Pharmacist-in-Charge, which entails ensuring the pharmacy is in compliance with all state and federal licensing and regulatory requirements and completing necessary reports, as defined and required by the California Board of Pharmacy.
- ◆ Work with the health center management team in the development, implementation, documentation and communication of pharmacy policies, procedures, and protocols; quality assurance programs; and security measures and programs. Consult with medical and nursing staff on their needs relative to pharmacy operations.
- ◆ Develop and maintain a complex pharmacy formulary and inventory. Ensure pharmacy inventory is complete and accurate, monitor for proper utilization of pharmaceuticals, ensure timely ordering of pharmaceuticals and supplies, ensure safety of pharmaceuticals dispensed, and ensure prompt and proper disposal of expired medications.
- ◆ May be assigned to provide lead direction to other licensed pharmacists, as well as pharmacy support staff.

TYPICAL QUALIFICATIONS:**Knowledge:**

In addition to the knowledge required of a Pharmacist I, the Pharmacist II must possess a comprehensive and in-depth knowledge of all state and federal laws pertaining to pharmacy operations and the requirements of serving as the Pharmacist-in-Charge; a thorough knowledge of pharmacy operations and administration; thorough knowledge of campus budgetary processes in relation to the pharmacy; and a working knowledge of human resource processes and procedures.

Abilities:

In addition to the abilities required of a Pharmacist I, the Pharmacist II must be able to develop, implement, and communicate pharmacy policies, procedures and protocols, including those related to pharmacy security; develop a quality assurance program and ensure ongoing compliance; develop and implement a comprehensive pharmacy budget; and provide lead work direction to other licensed pharmacists, as well as pharmacy support staff.

Education and Experience:

Education requirements are the same as for the Pharmacist I. In addition to the experience of a Pharmacist I, the Pharmacist II must demonstrate sufficient experience to oversee the operations of a larger more complex pharmacy, serve as the Pharmacist-in-Charge, and provide work direction to other licensed pharmacists. Typically, three to five years of experience working as a licensed pharmacist with progressive operational and administrative responsibilities is necessary to gain the appropriate level of experience.

License Requirements:

Licensing requirements are the same as for the Pharmacist I.