### STATE OF OHIO (DAS)

CLASSIFICATION SPECIFICATION

CLASSIFICATION SERIES:	SERIES NO.:
Pharmacist	6541
MAJOR AGENCIES:	EFFECTIVE DATE:
Mental Health, Mental Retardation & Developmental Disabilities.	07/01/2002

#### **SERIES PURPOSE:**

The purpose of the pharmacy occupation is to interpret prescriptions and compound and dispense drugs and pharmaceutical supplies prescribed by a licensed practioner pursuant to Chapter 4715, 4725, 4731, or 4741 of Ohio Revised Code, according to federal and state laws and certifying agency standards (e.g., Joint Committee on Hospital Accreditation {J.C.A.H.}, Intermediate care for mentally retarded {I.C.F.M.R.}) in order to relieve pain and aid the suffering of patients or residents/inmates.

Rehabilitation and Correction, Veterans' Home

At the full performance level, incumbents provide pharmaceutical information, compound and dispense drugs to patients or residents/inmates; act as lead worker over assigned pharmaceutical staff.

At the expert level, incumbents work independently to consult, analyze, upgrade and investigate facilities to ensure compliance with regulations.

At the supervisory level, incumbents supervise pharmacists and/or pharmacy attendants.

At the managerial level, incumbents direct consolidated in-patient pharmacy service or community out-patient pharmacy service and supervise subordinate level supervisor.

**CLASS TITLE**:

CLASS NUMBER:

**Pharmacist** 

65411

#### **EFFECTIVE DATE:**

07/01/2002

#### **CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of pharmacy & government laws governing the practice in order to provide pharmaceutical information, compound & dispense drugs to patients or residents/inmates; act as lead worker over assigned pharmaceutical staff.

**CLASS TITLE**:

**CLASS NUMBER:** 

Pharmaceutical Consultant

65413

#### **EFFECTIVE DATE:**

05/06/1990

#### **CLASS CONCEPT**:

The expert level class works under direction & requires extensive knowledge of governmental regulations & certifying agency rules governing practice of pharmacy in order to ensure departmental compliance & provide technical opinion.

**CLASS TITLE**:

**CLASS NUMBER:** 

Pharmacy Supervisor

65415

#### **EFFECTIVE DATE:**

05/05/2002

#### **CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of governmental regulations & certifying agency rules governing practice of pharmacy in order to supervise pharmacists &/or pharmacy attendants, maintain proper accreditation for pharmacy operation & dispense drugs.

<b>CLASS</b>	TITLE:	
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#### **CLASS NUMBER**:

**Pharmacy Operations Manager** 

65416

### **EFFECTIVE DATE**:

05/05/2002

#### **CLASS CONCEPT**:

The managerial level class works under administrative direction & requires extensive knowledge of governmental regulations & certifying agency rules governing practice of pharmacy in order to direct consolidated in-patient pharmacy service or community out-patient service & supervise subordinate level supervisor.

CLASS TITLE:	<b>CLASS NUMBER</b> :	BARGAINING UNIT:
Pharmacist	65411	11

07/01/2002

# <u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Accurately & timely compounds, counts & dispenses drugs, chemicals & pharmaceutical supplies as prescribed by licensed practitioner pursuant to Chapter 4715, 4725, 4731 or 4741 of Revised Code for patients or residents/inmates in state facility or in community agencies with contracts with state 648 or 169 boards in accordance with federal & state laws & certifying agency standards (e.g., J.C.A.H., I.C.F.M.R.), reviews drug therapy for appropriate dose, duration, drug interaction & adverse effects based on review of patients or residents/inmates records & medical profile & contacts physicians & professional staff regarding updates in patient or resident/inmate records or problems with prescribed medication; assist with developing policies & procedures to increase efficiency & accountability.

Oversees delivery & shipment of drugs, order drugs & supplies to maintain sufficient stock, reviews expiration dates, returns outdated merchandise & rotates stock as orders are received, assists staff in inventory of pharmacy stock, inspects ward stocks & crash carts to ensure compliance with federal, state & certifying agency standards & rules, maintains tight security of all stock & locks up controlled drugs.

Utilizes pharmaceutical software to maintain mandated records & reports of all drugs & chemical substances dispensed, prepares & submits periodic reports; types labels; edits & revises hospital medical formulary; attends staff meetings & continuing education seminars; keeps institutional staff apprised of new drug information; act as lead worker over assigned pharmaceutical staff.

#### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of pharmacy; federal & state laws & rules governing practice of pharmacy, distribution of drugs, chemicals, pharmaceutical supplies, narcotics & controlled substances\*; certifying agency rules governing pharmacy operation (e.g., J.C.A.H., I.C.F.M.R.) & budgeting\*; record keeping policies\*; inventory control\*. Skill in operation of personal computer\*. Ability to comprehend many medical variables & determine possible drug interaction; read & comprehend medical & pharmaceutical texts, manuals & journals.

(\*)Developed after employment.

#### MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current & valid license to practice pharmacy as issued by Ohio State Board of Pharmacy, pursuant to Sections 4729.01 to 4729.29, inclusive of Ohio Revised Code; must provide own transportation.

#### TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Continuing pharmacy education as required in Section 4729.12 of Ohio Revised Code & Sections 4729-7-01 to 4729-7-07, inclusive of Ohio Administrative Code.

#### **UNUSUAL WORKING CONDITIONS:**

May be required to come in to facility after working hours to get required medication; may be exposed to violent or irate patients or residents/inmates.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Pharmaceutical Consultant	65413	11

05/06/1990

## <u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In Department of Rehabilitation & Correction, works independently to consult, analyze, upgrade & investigate various facilities to ensure compliance with all applicable agency, local, state &/or federal standards, laws, rules, regulations, policies &/or procedures regulating pharmacy operations & dispensing & handling of drugs, including dangerous drugs & controlled substances (e.g., consults with correctional facility & gathers investigative evidence of violations of law; makes necessary recommendations to superintendent &/or other administrative staff on how to establish cost effective, efficient & legal pharmacies; works with drug distribution & submits written investigative reports to higher authority for proper action); or in Bureau of Workers' Compensation, reviews claims & renders opinion as to reasonableness of drug charges & provides technical assistance to Industrial Commission members & administration of agency concerning regulations & issues related to field of pharmacy.

Oversees development, maintenance & coordination of pharmaceutical services to in-patient facilities in adherence to all applicable professional standards; participates in development of policies & procedures to provide for safe handling, storage & security of drugs, provision of clinical services, maintenance of records & reports as required by law & cost containment measures; assists in design of new forms that facilitate accurate, concise & effective record keeping practices to assure compliance; assists institutions or agencies in drafting service contracts &/or in developing formulary; prepares & updates policy & procedural manuals for distribution & handling of drugs at facilities; establishes pharmacy & therapeutic committees at each institution & develops statewide formulary.

Serves as representative at statewide meetings; plans agendas, delivers educational speeches on pharmaceutical laws, programs & methods to pharmacists, doctors, nurses & other medical staff of Department of Rehabilitation & Corrections; develops statewide newsletter as growth tool for all medical staff.

#### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of pharmacy; federal & state laws & rules governing practice of pharmacy distribution of drugs, chemicals, pharmaceutical supplies & controlled substances; certifying agency rules governing pharmacy operation & record keeping; inventory control\*; public relations; management policies & procedures. Ability to interpret & write complex medical & administrative reports relating to pharmaceutical services; lecture on practice of pharmacy before professional audiences; handle sensitive inquiries from & contacts with doctors & officials.

#### MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current & valid license to practice pharmacy as issued by Ohio State Board of Pharmacy, pursuant to Sections 4729.01 to 4729.29, inclusive of Ohio Revised Code; 12 mos. exp. as licensed pharmacist.

-Or alternative, equivalent evidence of the major worker characteristics noted above may be substituted for the experience required, but not for the mandated licensure.

#### TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Continuing pharmacy education as required in Section 4729.12 of Revised Code & Sections 4729-07-01 to 4729-07-07, inclusive of Ohio Administrative Code.

#### **UNUSUAL WORKING CONDITIONS:**

May require travel.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Pharmacy Supervisor	65415	EX

05/05/2002

## <u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises pharmacy staff & assists in compounding, counting & dispensing drugs, chemicals & pharmaceutical supplies as prescribed by licensed practitioner pursuant to Chapter 4715, & 4731 of Revised Code for patients or inmates in state facility or in community agencies with contracts with state 648 or 169 boards in accordance with federal & state laws & certifying agency standards (e.g., J.C.A.H., I.C.F.M.R.), develops & implements policies & procedural manuals to provide for safe handling, storage & security of drugs & provision of inventory control & budgetary management of pharmacy program, trains & schedules pharmacy staff to permit effective utilization of personnel, monitors drug therapy for appropriate dose, duration, drug interaction & adverse effects based on analysis of patient records & medical profile, advises physicians & professional staff regarding updates in patient records or problems with prescribed medication & oversees provision of clinical pharmacy services in accordance with certifying agency standards.

Develops & maintains inventory control & accountability for drug distribution system; reviews inventory levels & ensures supplies & equipment necessary for efficient operation are present in adequate supply; delegates or assists staff in inventory receipt, movement, return for credit or destruction, inspection of ward stocks & crash carts to ensure compliance with federal, state & certifying agency standards & rules; maintains & enforces tight security of all stock.

Ensures retention of mandated records, licenses & reports of all drugs & chemical substances dispensed; reviews & prepares periodic reports; edits & revises hospital medical formulary; maintains library of current pharmaceutical literature & keeps staff apprised of new drug information; conducts & attends various committee meetings, supervisory meetings, in-service presentations & continuing education programs.

#### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of pharmacy; federal & state laws & rules governing practice of pharmacy, distribution of drugs, chemicals, pharmaceutical supplies, & controlled substances; certifying agency rules governing pharmacy operation (e.g., J.C.A.H., I.C.F.M.R.) & record keeping policies; supervisory principles/techniques\*; employee training & development\*; inventory control\*. Ability to comprehend many medical variables & determine possible drug interaction; read & comprehend medical & pharmaceutical texts, manuals & journals; handle sensitive inquiries from & contacts with officials & general public; gather, collate & classify information about data, people or things.

(\*)Developed after employment.

#### **MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Current & valid license to practice pharmacy as issued by Ohio State Board of Pharmacy, pursuant to Sections 4729.01 to 4729.29, inclusive of Ohio Revised Code.

- -Or 12 mos. exp. as Pharmacist, 65411.
- -Or alternative, equivalent evidence of the major worker characteristics, noted above may be substituted for the experience required, but not for the mandated licensure.

#### TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Continuing pharmacy education as requested in Section 4729.12 of Ohio Revised Code & Sections 4729-7-01 to 4729-7-07, inclusive of Ohio Administrative Code.

#### **UNUSUAL WORKING CONDITIONS:**

May be required to come in to facility after working hours to get required medication.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Pharmacy Operations Manager	65416	EX

05/05/2002

## <u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In Department of Mental Health, Office of Support Services, directs consolidated in-patient pharmacy service operations or community out-patient pharmacy service operations, furnishes specialized pharmaceutical information, advice & assistance to institutions or community agencies participating in pharmacy programs (i.e., concerning inventory management & budgetary control, staffing models, recruitment, orientation & training, standards compliance & other professional, technical or administrative areas needed) & supervises subordinate level pharmacy supervisor.

Serves as consultant to institutions or agencies utilizing pharmacy service center, reviews agencies for compliance with professional standards, administrative rules & federal, state & local laws & regulations & assists in drafting shared service contracts between using agencies to ensure standards compliance & provision of quality pharmacy services.

Participates in development of policies & procedures to provide for safe handling, storage & security of drugs, provision of clinical services, maintenance of records & reports mandated by law & cost containment measures & assists in design of new forms to facilitate accurate, concise & effective record keeping practices to guarantee compliance.

Develops, coordinates, presents & evaluates orientation & training programs for institution pharmacy staff (i.e., provides orientation to all institution pharmacists at time of employment, develops & presents pharmacy attendant training program & develops & coordinates Association of State Employed Pharmacists' meetings/workshops).

#### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of pharmacy; federal & state laws & rules governing practice of pharmacy, distribution of drugs, chemicals, pharmaceutical supplies, & controlled substances; certifying agency rules governing pharmacy administration & record keeping; management policies & procedures\*; supervisory principles/techniques; inventory control. Ability to review & write medical & administrative reports relating to pharmaceutical services; lecture on practice of pharmacy before professional audiences; handle sensitive inquiries from & contacts with doctors, officials & general public. (\*)Developed after employment.

#### MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current & valid license to practice pharmacy as issued by Ohio State Board of Pharmacy, pursuant to Section 4729.01 to 4729.29, inclusive of Ohio Revised Code; 12 mos. trg. or 12 mos. exp. in supervision or 3 courses in pharmacy management &/or administration; 12 mos. exp. as licensed pharmacist. -Or alternative, equivalent evidence of the major worker characteristics noted above may be substituted for the experience required, but not for the mandated licensure.

#### TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Continuing pharmacy education as required in Section 4729.12 of Ohio Revised code & Sections 4729-07-01 to 4729-07-07, inclusive of Ohio Administrative Code.

#### **UNUSUAL WORKING CONDITIONS:**

May require travel & flex time.