STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: **4/1/14**

This position is:
- ☒ Classified
- ☐ Unclassified
- ☐ Executive Service
- ☐ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Facility: Health Services -

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Pharmacy Technician 1	**b.** Classification No:	C6385
c. Effective Date:		**d.** Position No:	
e. Working Title:	Med Room Tech	**f.** Agency No:	29100
g. Section Title:	Medical Services	**h.** Budget Auth No:	
i. Employee Name:		**j.** Repr. Code:	

k. Work Location (City – County):

l. Supervisor Name (Optional):

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☐ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☐ Exempt ☒ Non-Exempt

If Exempt: ☐ Executive ☐ Professional ☐ Administrative

o. Eligible for Overtime: ☒ Yes ☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The program in which this position exists is the Health Services section of the Oregon Department of Corrections. The purpose of this program is to provide health care to inmates at each state institution operated by the Department of Corrections. State and federal laws have established that inmates are entitled to health care during incarceration. Health care services available to inmates must be consistent with health care provided in the community in order to meet the legal obligation the state has when persons are incarcerated. This means that all types and levels of health care must be provided in a clinically appropriate manner by properly credentialed professionals in settings equipped and designed for the delivery of health care. Health care includes medical, dental and psychiatric/mental health services.

The Health Services section is comprised of an administrative unit which sets policy and long term direction and a series of operational units representing the health care program at each facility or a division wide clinical service. The health care program at each of the correctional institutions operated by the Department is responsible for delivering health care to inmates consistent with policy established by the Section. The average daily population for whom the entire range of services must be available is 14,500 inmates. The Health Services section employs more than 500 health care personnel and manages a

number of agreements with health care organizations in communities throughout Oregon and the surrounding states in order to deliver constitutionally adequate health care. The biennial budget for the Health Services section exceeds $200 million dollars.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Conduct the day to day operation of the institutions on site drug room, provide technical pharmacy and supply support to patient care staff, in accordance with established procedures, maintaining compliance with relevant state and federal statutes. Responsibility is also given to maintain adequate quantities of medication, medical supplies and equipment including ordering, receiving, sorting, inventory and security.

SECTION 3. DESCRIPTION OF DUTIES

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

Correctional Outcomes through Research and Engagement (CORE), is designed to monitor and measure the work we do every day. This allows DOC to identify opportunities to improve and/or streamline processes, use data to identify constraints, effectively use resources and, ultimately, promote public safety. CORE provides employees with opportunities to influence and improve the fundamental ways we do business.

All Department of Corrections staff have a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff are expected to follow CCM principles and practices.

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*			
		E	Model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of OAM.

	E	Under the direction of a Consultant Pharmacist and the Supervision of the institution's the Health Services Manager or designee, the Medication/Supply Technician performs supportive technical and clerical tasks in the Institutional Drug Rooms including, but not limited to the following:
30%	E	...receiving, unpacking, inventory and store medical supplies and equipment in proper storage areas, verifying correct items and amounts from order invoice. If invoice not consistent with original order will investigate and procure supplies from pharmacy or local vendor as necessary. May restock, make arrangements for minor repairs to medical equipment—EKG machine, dynamap, otoscopes, etc. Will procure supplies from pharmacy, medical stores or local vendor as necessary.
25%	E	...maintaining medication stock room with adequate inventory, checking expiration dates and removing expired medications, IV tubing and fluids and other supplies. Maintains current knowledge of Board of Pharmacy rules and regulations. May act in behalf of the Health Services Manager to renew state and federal licensing with regulatory agencies. Assists Health Services Manager or designee in writing protocols regarding medical supplies and medications as necessary. Able to work with limited supervision. Makes decisions on ordering supplies and medications based on general understanding of institution usage. Responsible for maintaining adequate levels of prepackaged medications for future dispensing. Refill scheduling and distribution.
5%	E	...maintenance of a pharmaceutical inventory system, official records and logs.
5%	E	...placing medication refill orders and for receiving and checking pharmaceuticals and supplies against shipping documents to verify correct items and amounts.
10%	E	...receiving and checking in pharmaceuticals and supplies against the shipping documents to verify correct items and amounts. Responsible for verifying medications against Medication Administration Record and placing medication in appropriate med cart.
10%	E	...processing medication orders promptly and accurately, completing required documentation. Performs first-line review of orders to verify clarity, accuracy and complete compliance with Pharmacy Board and Department prescription and ordering requirements. Returns improper orders to licensed providers or nursing staff for correction and/or completion prior to transmitting to pharmacy.
2%	E	...responsible for assembling, packing, and transporting or arranging for transporting medications and medical supplies or materials to Central Pharmacy as necessary.
3%	E	...responsible for maintaining a current working knowledge of medical supplies and equipment used throughout the Department. May issue supplies from central storeroom on approved requisitions for institutional or departmental use.
2%	E	...responsible for maintaining a monthly inventory inspection of all emergency equipment and supplies including medication boxes.
2%	E	...answer telephones; perform minor custodial duties as necessary; file patient profiles as necessary; pick up medications and supplies purchased locally on an emergency basis. Frequent communication with nursing staff, pharmacists, outside vendors and Medical Stores.
1%	E	...participate in the development of CQI projects and makes recommendations to the appropriate program area for improvement or necessary change.

5%	...attends and participate in required inservice training, section meetings and mandatory continuing education programs. Other duties as assigned or required to maintain service, security and safety of the medication room or the institution.
100%	

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Will be expected to share the mission, vision, and core values of the department; requires being a role model of pro-social behavior and having an attitude that conveys dignity and respect in the treatment of others; must be able to acknowledge that everyone is capable of positive change; requires contact with inmates who may become violent; requires walking, standing or sitting for long periods, requires climbing and descending stairs; frequent exposure to pharmaceutical substances that are caustic, volatile, and mutagenic; possible exposure to chemicals, radiation, communicable diseases or other hazards inherent in a health care and correctional setting. Working for frequent periods of time at a computer video terminal; frequent lifting of packages weighing up to 50 lbs and carrying them distances of 15 to 100 feet and occasional gripping, reaching bending and twisting motions. Supervision and control of inmates is an inherent responsibility.

You must have a valid driver's license and a good driving record or be able to provide an acceptable alternative method of transportation.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Department of Corrections Administrative Rules and Procedures
Health Services Drug Formulary
Oregon State Board of Pharmacy Administrative Rules
Pharmacy and Central Stores Policies and Procedures
Nursing Protocols
NCCHC Standards
Health Services Policies and Procedures
DEA Regulations

b. How are these guidelines used?

- Established guidelines, direction and standards for the performance of work; used as a reference for problem solving. Baselines for ongoing compliance with laws, regulations and guidelines.
- Establishes authority for ordering pharmaceutical treatment and validating that the order is correct.
- Established scope of duties that can be performed by a pharmacy technician under Oregon law and that which must be performed only by a registered pharmacist.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?

Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

Institution Health Services Staff	Telephone, Mail, Direct Contact	Receive and Process Physicians Orders	Daily
Vendors	Telephone, Direct Contact	Receive Orders, Information	As Needed
Other DOC employees & Officers	Telephone, Mail, Direct Contact	Data Processing, Questions, Deliveries	Daily
Pharm and Med Stores staff	Phone, mail, email, direct contact	Ongoing operation of the med room	Daily
Consulting Pharmacist	Phone, email, direct contact	Report problems, receive direction and ensure legal compliance of the med room function	As Necessary

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Determines and initiates medication/supply orders based on level of inventory stock. This includes deciding the level of inventory stock needed for and identified time period allowing for shipping.

Identifies the location and storage conditions required for various types of pharmaceuticals.

Selects medications/supplies needed to correctly fill stock requisitions.

Prioritizes work load in relationship to medications and supplies, differentiating based on urgency of need.

Determines those items that have impending expiration dates or that are not used in the institution and returns them to the Central Pharmacy/Stores for rotation to another institution or before expiring. This is a cost-containment decision.

Evaluates and decides needs for maintenance and repair of equipment.

Identifies and tags equipment for repair and appropriately sends equipment out to medical stores for repair.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Prin. Exec. Mgr.		Direct / Indirect	Daily	To determine accuracy, timely completion and performance of duties.
Consultant Pharmacist		In person and in writing	As requested and as needed	To ensure legal compliance and professional adequacy of the med room function

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? _____

How many employees are supervised through a subordinate supervisor? _____

b. Which of the following activities does this position do?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

The person in this position works within a prison setting and is responsible for maintaining security and supervision of inmates.
Ability to establish and maintain harmonious working relationships with the public, fellow workers and professional staff.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

Certified Oregon Pharmacy Technician with the Oregon Board of Pharmacy
Oregon Driver's License
CPR & First Aid Certified

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount ($00000.00)	Fund Type

Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature	Date	Supervisor Signature	Date

Appointing Authority Signature	Date