



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/1/07

Agency: Department of Corrections

Facility: Pharmacy and Stores

New Revised

This position is:

- Classified
- Unclassified
 - Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Pharmacist</u>	b. Classification No: <u>C6260</u>
c. Effective Date: _____	d. Position No: _____
e. Working Title: <u>Pharmacist</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Health Services</u>	
h. Employee Name: _____	
i. Work Location (City – County): _____	
j. Supervisor Name (optional): _____	
k. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year	
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
l. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative
m. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 Pharmacy Services Section of the Operations Division of the Oregon Department of Corrections. The purpose of this program is to purchase and dispense pharmaceuticals, over the counter medications and medical supplies and devices to inmates at each state institution operated by the Department of Corrections in accordance with Department policy and state and federal law. State and federal laws have established that inmates are entitled to adequate 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 basis of work in the DOC is a strong belief regarding the importance of staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. The goal is to move inmates from anti-social to pro-social citizens. It is recognized that staff interactions with inmates on a daily basis are

without a doubt our most powerful tool to reinforce pro-social behavior. The nature of staff relationships and communications with inmates are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences; what staff do and say to inmates is, key to achieving long-term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support pro-social behavioral change through their day-to-day interactions with others.

The Pharmacy Services Section is comprised of an administrative head, who sets policy and long-term direction and a series of operational units delivering service in support of the Department of Corrections health care program at each facility. The health care program at each of the correctional institutions operated by the department is responsible for delivering health care to inmates consistent with federal and state law and policy established by the Department. The average daily population for whom the entire range of services must be available is approximately 12,500 inmates. The Pharmacy Services Section employs approximately 22 individuals and manages/participates in 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 Pharmacy Services Section exceeds 17 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:

The purpose of this position is to oversee the provision of pharmaceutical services by location to inmate patients confined to correctional institutions, in accordance with established procedures, maintaining compliance with relevant state and federal statutes. This position is responsible for opening and closing the pharmacy, controlling pharmacy inventories, directing and assigning staff including other pharmacists, providing pharmaceutical advice and information to pharmacy staff, complying with state and federal law, state Board of Pharmacy regulations and maintaining appropriate Drug Enforcement Agency (DEA) registration and log, and providing advice and consultation to physicians and other direct care staff to assist in the treatment of inmate patients. This includes providing information to inmates to increase their understanding and compliance to ordered drug regimens.

SECTION 3. DESCRIPTION OF DUTIES

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
25%			Correctly interpret physician's medication orders, both written and verbal, including checking pharmaceutical references, as necessary, to insure dosage is accurate, medication is appropriate, and time schedule for taking drug is correct.
25%			Initiate and maintain patient medication profiles for the inmate population.

25%	Dispense medications via a modified Unit Dose System for inmates to institution Health Services staff for proper distribution pursuant to a physician's order.
10%	Check the work of technician staff before pharmaceuticals are dispensed from the Pharmacy.
5%	Evaluate drug therapy and monitor for adverse drug reactions, drug interactions, and drug-related diseases.
2%	Accurately document and maintain records of controlled substance usage and remaining balance.
2%	Assist in the maintenance of the Pharmacy Inventory System, including disposition of outdated drugs and supplies.
2%	Fill requisitions for non-legend floor stock medication to be distributed to medication rooms in the institutions.
2%	Perform inspections of institution's medication room to assure proper storage, integrity and security of the medication supply.
1%	Fill and dispense medications for inmates to take with them on leave or discharge from the institutions.
0.5%	Assist in delivery services to institutions.
0.5%	Provide patient education/information regarding proper use of medications, adverse reactions, or side effects.
	<u>MINOR DUTIES:</u>
	Emergency assignment to assist security staff in times of inmate disturbance.
	Maintains knowledge of, and performs work according to Division Rules, Policies and Procedures, Institution Rules and Regulations, and Department Policy and Procedures.
	Attend and participate in mandatory in-service training, according to Division Standards.
	Other assignments as given by supervisor.
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.

Working conditions include contact with inmates in the institutional setting, necessity of standing for long periods of time, exposure to pharmaceutical substances that are caustic, volatile, carcinogenic and mutagenic, and on-call responsibility to respond to emergency pharmacy requests during off hours.

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.

- (1) Department of Corrections Administrative Rules and Procedures.
- (2) Oregon Administrative Rules and Oregon Revised Statutes pertaining to Pharmacy
- (3) Knowledge of institutions medical standing orders and Department formulary.
- (4) Health Services Pharmacy procedures.
- (5) Directives of the Oregon Board of Pharmacy
- (6) Rules and Regulations of the Federal Drug Enforcement Agency

b. How are these guidelines used?

- (1) Establishes guidelines, direction and standards for the performance of work; used as the primary reference documents in responding to inmate requests, reviewing complaints, and resolving problems with service delivery.
- (2) Establishes guidelines for correct and legal dispensing of medication and describes more specifically the nature of practice allowable by statute and levels of supervision required for certain tasks. Used to determine scope of job duties for each classification and to evaluate performance. Establishes requirements for maintenance of licensure.

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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Physicians	Direct contact & phone	Consultations/accepting and clarification of orders.	Several times daily
Nurses	Direct contact & phone	Consultations/accepting and clarification of orders.	Several times daily
Hospital Technicians	Direct contact & phone	Consultations/accepting and clarification of orders.	Several times daily
Private Sector	Direct contact & phone	Purchasing	Occasionall

Pharmacy Correctional Officers Purchasing Personnel/Central Office Pharmaceutical Salespersons	Direct contact & phone Telephone & writing Direct contact, phone and writing	Answer questions Obtain purchase orders & relay information Drug product information and purchasing information	y Daily Daily Daily
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SECTION 7. POSITION RELATED DECISION MAKING

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

- X Determines the content of pharmacy related training and information used in patient education.
- X Selects the medication with the proper pharmaceutical properties to fill the physician's order.
- X Interprets physician's medication orders verifying that the order is appropriate and correct.
- X Determines the quantity and type of non-legend floor stock medication for distribution.
- X Determines the adequacy of storage, integrity, and security of medication rooms.
- X Determines the need for clinical pharmacy intervention to prevent, reduce, or ameliorate drug effects in the treatment of disease.
- X Determines the adequacy of work performed by technical staff under supervision of the licensed pharmacist.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Asst Admin and/or Pharm and Stores Manager	X7008- #8911001	Review documentation, treatment plans, discusses cases, reviews programs and services, strategize therapeutic substitutions and, review formulary.	Daily, Weekly and Monthly.	Provide direction and guidance in performance of non-professional aspects of job
Pharmacist in Charge		Direct discussion, written directives	As often as needed	Provided licensed oversight of professional

performance of
duties of a licensed
pharmacist

SECTION 9. OVERSIGHT FUNCTIONS

- 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?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> 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

Maintenance of state licensure is dependent on the satisfactory completion of 15 hours of accredited continuing education. This is required to assure that all licensed pharmacists maintain a current knowledge of constantly changing technical pharmaceutical information.

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

- X Graduation from an accredited School of Pharmacy
- X Completion of one year internship
- X State of Oregon Pharmacist License
- X Valid Oregon driver's license
- X Computer experience

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

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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