



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/8/07

Agency: Department of Corrections

Facility: Pharmacy

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>Pharmacy Technician 1</u>	b. Classification No: <u>C6385</u>
c. Effective Date: _____	d. Position No: _____
e. Working Title: <u>Pharmacy Technician</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Pharmacy Services Section</u>	
h. Employee Name: <u>N/A</u>	
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 type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	
m. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input 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 Functional Unit of the Health Services Section of the Operations Division of the Oregon DOC. The purpose of this program is to properly purchase, store, package and dispense pharmaceuticals and related materials for use in the clinical operations of the Department's institutions. State and Federal laws have established that needed healthcare (including medication) cannot be denied to inmates while incarcerated. These health care services must be consistent with the health care provided in the community and must be provided by persons appropriately trained and licensed in settings appropriate for the delivery of care. Health care includes medical, dental, pharmacy and psychiatric or mental health services. Services are delivered on site and through agreements with community based health care providers. The Health Services Section is comprised of an administrative unit which sets policy and long term direction and provides management and budget oversight, a functional unit providing pharmacy and stores services and a series of operational units providing care in the institutions. Health assessment at intake and continuity of care upon discharge are also addressed by this Section.

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 communities. Enhanced public safety, lower crime rates and reduced recidivism can all be tied directly to attitudes and actions of corrections staff who must effectively apply ODOC rules and transition initiatives in their daily interactions 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.

In support of the OAM and the Department's affirmative action goals, all staff are expected to recognize the value of individual and cultural differences. Employees are expected to consistently treat customers, stakeholders, partners and co-workers with dignity and respect, creating a working environment where individuals' differences are acknowledged and valued.

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:

Provide technical support to the licensed pharmacists, in accordance with established procedures, maintaining compliance with relevant state and federal statutes. This position is responsible for assisting the pharmacists in the non-judgmental aspects of preparing and dispensing pharmaceuticals for all Health Services Programs. Responsibility is also given to maintain adequate quantities of medical supplies and equipment including ordering, receiving, sorting and inventory.

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
			<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>
			Under management direction, working under the direct supervision of a licensed Pharmacist, the Pharmacy Technician performs supportive technical and clerical tasks in the pharmacy including, but not limited to the following:
50%			Responsible for assisting the pharmacist in the non-judgmental aspects of preparing and dispensing drug orders, to include refill or new order entry via pharmacy medication profile system.
10%			Responsible for maintaining adequate levels of prepackaged medications for future dispensing.
10%			Responsible for maintaining a pharmaceutical inventory system.
10%			Responsible for processing medication orders against delivery sheets promptly and accurately, completing required documentation.
8%			Responsible for assembling, packing, and transporting, or arranging for the transportation of, pharmaceuticals and medical supplies as necessary.

5%			Responsible for ordering, receiving and checking in pharmaceuticals and supplies against the shipping documents to verify correct items and amounts.
5%			Responsible for correct handling, storage and documentation of controlled medications.
2%			Other duties as assigned.
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 institution setting; necessity of standing for frequent periods of time; occasional walking & sitting; frequent exposure to pharmaceutical substances that are caustic, volatile, and mutagenic; 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.

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 and Pharmacy Policies and Procedures

b. How are these guidelines used?

- ! Established guidelines, direction and standards for the performance of work; used as a reference for problem solving.
- ! Establishes authority for ordering pharmaceutical treatment and validating that the order is correct.
- ! Establishes scope of duties that can be performed by a pharmacy technician under Oregon law and differentiates those from the duties 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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Institution Health Services staff	Phone, mail and direct contact	Receive and Process Physicians Orders	Daily
Vendors	Directly	Receive Orders, information	As needed
Other DOC Employees and Officers	Phone, mail and direct contact	Data Processing Questions, Deliveries	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

- ! Fills medication/supply orders initiated in institutions out of inventory. This includes maintaining proper level of inventory with daily reorder.
- ! Selects medications/supplies needed to correctly fill prescriptions and stock requisitions.
- ! Prioritizes workload in relationship to medications and supplies for multiple institutions, differentiating based on priority of delivery and urgency of need.
- ! Rotate stock. Determines those items that have impending expiration dates and/or have been returned to the pharmacy and use them first so as to reduce waste. This is a cost-containment decision.
- ! File necessary pharmacy records in compliance with Board of Pharmacy rule.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
The Asst Admin, the designated P&MS Manager or any assigned Licensed pharmacist		Direct/Indirect Supervision	Several times daily on an on-going basis while work is in progress.	To determine accuracy, timely completion and overall performance.

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

Demonstrate ability to establish and maintain harmonious and productive working relationships with the public, fellow workers and professional staff.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:
 Current unrestricted Certificate of Licensure as Pharmacy Technician with the Oregon Board of Pharmacy
 Oregon Drivers 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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

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
<i>Heather Villanueva</i>	<i>11/19/11</i>		
_____ Appointing Authority Signature	_____ Date		