

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name		Division		
Position No / Agency-Unit-Class-Serial		Unit		
Class Title		Location		
Subject to Conflict of Interest ☐ Yes ☐ No		CBID	Work Week Group:	Pay Differential Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
50%	DRUG DISTRIBUTION • Provide functional supervision for Pharmacy Technicians in their day to day work to insure productivity and accuracy. • Participate in monitoring of quality and appropriateness of pharmacy services related to: • Unit Dose Distribution transitioning to Automated Dispensing Device drug distribution • Hospital medication use patterns • Drug regimen review and drug utilization evaluation studies • Unit medication room drug storage procedures • The procurement, storage, distribution and control of all medications used within the institution. • The upgrading of the pharmacy's procedure manual. • Maintaining an effective control system for all Federally and Hospital Controlled substances including: • Schedule II – V medications • Monthly inspection of controlled substances issued to the units • Maintain computerized patient medication profiles. • Computerized physician's orders reviewed and validated. • Stock medications as necessary. • Dispense medication for Pharmacy unit dose system, automated dispensing devices, floor stock system, and special handling or labeling system. • Dispense discharge patient prescriptions in accordance with applicable State and Federal Laws. • Ensure labeling for all medication leaving the pharmacy complies with all professional and legal standards.			

	Inspect and verify medication sent from outside sources to patients for their personal use. • Inspect and restock the after-hours Night Locker on a daily basis. • Serve on-call on a rotational basis providing after hour's service to the facility.
35%	CLINICAL • Medication variance monitoring, evaluation, & reporting. • Adverse Drug Reaction evaluation, monitoring, & reporting. • Assist in the formation and development of Drug Use Evaluations (DUE) • DUE's include data collection, assimilation, and report generation. • Patient medication education; e.g.: • Medication management groups • Patient discharge consultations • Provide professional staff with medication education through both verbal and written efforts in the form of: • Staff in-service education • Patient presentations • Nursing Education lectures to include: • Lecture preparation • Test development and scoring • Attendance and participation at Interdisciplinary Team meetings. • Serve on assigned committees, i.e.; Pharmacy and Therapeutics, Therapeutic Review Committee, Antimicrobial Stewardship, Infection Control, Medication Management Performance Improvement, Emergency Management, and others as deemed necessary. • Respond verbally and in writing to drug information requests & consults. • Participation in the hospital's in-house training efforts, i.e.; Core training and others. • Effective evaluation of medical and pharmaceutical literature. • Participate in relevant continuing education programs to maintain and increase personal professional competence. • As deemed necessary, report in professional journals relevant findings and observations. • Assist with the Pharmacy's Drug Regimen Review process to include data collection, assimilation and dissemination of results. Initiate Drug Regimen Review consultations. • Perform medline searches. • Develop/implement/participate in patient disease management clinics. • Pharmacy internship preceptor teaching.
15%	ADMINISTRATIVE AND COMPUTER/FAX • Participate in the system-wide standardization and development of specifications for an Electronic Health Record • Participate in the continued development of an Automated Dispensing Device distribution system. • Identify performance improvement activities to improve medication safety and patient outcomes. • Create and maintain special databases and programs as needed to facilitate required functions.

	• Assist in keeping pharmacy material secure and confidential by maintaining compliance with HIPAA regulations. • Report to Pharmacy Services Manager on developments occurring through committee participation. • Maintain hospital required Core training requirements. • Participate in the development/implementation of pharmacy policies/procedures. • Develop/implement peer review standards of practice. • Perform other duties as assigned.
XX%	
Required Competencies	SUPERVISION RECEIVED: Pharmacist II SUPERVISION EXERCISED: Functional supervision of Pharmacy Technicians ABILITY TO: Dispense and maintain appropriate inventory for medications in compliance with legal requirements; supervise the work of others; keep records and prepare reports; analyze situations accurately and take effective action; assimilate and provide information on drugs and their actions; effectively contribute to the departments EEO objectives. KNOWLEDGE OF: Laws and procedures pertaining to dispensing and use of medications and narcotics; principles of effective supervision; the department's Equal Employment Opportunity (EEO) program objectives; a manager's role in the EEO program; and the processes available to meet EEO objectives TECHNICAL PROFICIENCY (SITE SPECIFIC) Proficient in usage of desk top computers, and accompanying equipment, such as printers, faxes, scanners. Proficient in usage of other office equipment, including telephones, printers, shredders, WebEx, Telepresence, Projectors, Remote Control devices, Television sets. ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

	HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards. THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy. CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively. RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.
License or Certification	
Training	The employee is required to keep current with the completion of all required training.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. The employee is required to work any shift and schedule in a variety of settings and security areas throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

	Classification (Employee Signature)	Print Name	Date
	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.		
	Classification (Supervisor Signature)	Print Name	Date
	Classification Reviewing Supervisor Signature	Print Name	Date