

MASSACHUSETTS DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASSIFICATION SPECIFICATION

APPROVED

DEC 31 1987

Department of Personnel
Administration

I. PHARMACIST SERIES:

Pharmacist I
Pharmacist II

II. SUMMARY OF SERIES:

Incumbents of positions in this series compound and label prescriptions and medications according to formula; order pharmaceutical equipment and medical supplies; establish procedures for drug procurement and dispensation within the medical facility; provide for the storage and maintenance of perishable drugs and controlled substances; maintain a current knowledge of the field; conduct in-service training in pharmaceutical practices; and perform related work as required.

The basic purpose of this work is to prepare and dispense drugs, medications and related drug information for the treatment and the control of illness.

III. ORGANIZATIONAL LEVELS:

Pharmacist I is the entry-level professional job in this series.

Pharmacist II is the first-level supervisory job in this series.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Compounds and labels prescriptions and medications properly; reviews individual patient profiles to monitor patient medication use for potential adverse effects, drug interactions or improper dosages prior to dispensing medication to patients; and consults with physicians and nurses on the choice of medication for patients as well as problems and irregularities to meet patients needs.
2. Orders pharmaceutical equipment and medical supplies by conferring with manufacturers' representatives for purchasing and technological information and by checking receipt in the pharmacy of supplies and drugs against purchase orders, packing slips and pharmaceutical orders to maintain inventories of pharmaceuticals.
3. Establishes procedures for drug procurement and dispensation by reading literature on drugs to establish methods of distribution of pharmaceuticals, medications, supplies, prescription blanks to various hospital locations to prevent indiscriminate use.
4. Provides for the storage and maintenance of perishable drugs according to the Joint Committee on the Accreditation of Hospitals Standards by recording all issues of medications, supplies and prescription blanks; keeping narcotics in locked storage areas, maintaining files of prescriptions and narcotics; auditing

dispensing records of controlled drugs; destroying pharmaceuticals that are detrimental to patient health; and inspecting the medical area of the hospital to ensure proper handling or storage of pharmaceuticals and the control of drugs in the institution.

5. Attends continuing education lectures and classes, seminars and staff meetings to exchange information, discuss problems, learn new techniques and formulate policy and maintains knowledge of the field by reading current technical literature.
6. Conducts in-service training for nursing and pharmacy shop personnel and instructs new nursing personnel in pharmaceutical practices.
7. Performs various related duties such as developing and maintaining hospital pharmaceutical formulary; updating the policy and procedures manual for pharmaceuticals, as necessary; maintaining pharmaceuticals in all emergency kits in the hospital; and serving on various committees.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

Pharmacist I:

None

Pharmacist II:

Incumbents of positions at these levels also:

1. Oversee the operation of the hospital/institution pharmacy.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with manufacturers' representatives, physicians, nurses, patients and agency personnel.

VII. SUPERVISION RECEIVED:

Pharmacist I:

Incumbents of positions at this level receive general supervision from pharmacists or other employees of higher grade who provide guidance, assign work and review performance through conferences and reports for conformance with professional standards and with drug laws and regulations.

Pharmacist II:

Incumbents of positions at this level receive general supervision from facility administrators or other employees of higher grade who provide guidance, assign work and review performance through conferences and reports for conformance with professional standards and with drug laws and regulations.

VIII. SUPERVISION EXERCISED:

Pharmacist I:

Based on assignment incumbents of positions at this level may exercise direct supervision (i.e. not through an intermediate supervisor) over, assign work to and review the performance of 1-5 personnel.

Pharmacist II:

Incumbents of positions at this level exercise direct supervision, (i.e. not through an intermediate supervisor) over 1-5 professional personnel.

IX. WORKING CONDITIONS:

Pharmacists may be required to stand or walk for long periods of time and to lift and carry light/medium weight objects.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Knowledge of the principles and practices of pharmacology.
2. Knowledge of the terminology and standard abbreviations used in the fields of pharmacology and medicine.
3. Knowledge of safety, sanitation and sterilization methods, techniques and procedures followed in a pharmacy.
4. Knowledge of the standard methods and techniques used in the storage of drugs and chemicals.
5. Knowledge of diagnostic methods and techniques related to the field of pharmacology.
6. Knowledge of the factors, trends and problems in providing pharmaceutical services to patients.
7. Knowledge of the theory, principles, methods and techniques in preparing sterile and particulate free medical products and materials.
8. Knowledge of the methods of preparing various pharmaceutical preparations and solutions including dialysis and irrigation solutions.
9. Knowledge of the properties and characteristics of chemical compounds used in pharmacology.
10. Knowledge of the types and characteristics of drugs used providing medical and psychiatric care.
11. Knowledge of the biochemical and physiological bases of drug actions including structure activity relationships and mechanisms of actions.

12. Knowledge of the methods followed in compounding medications and pharmaceutical preparations.
13. Knowledge of principles and practices of biology.
14. Knowledge of general and clinical chemistry.
15. Knowledge of principles and practices of toxicology.
16. Knowledge of biochemistry.
17. Knowledge of physiology.
18. Knowledge of the principles and correct usage of the English language including grammar, spelling, sentence structure, word meaning and punctuation.
19. Ability to give written and oral instructions in a precise understandable manner.
20. Ability to follow written and oral instructions.
21. Ability to write clearly and concisely.
22. Ability to communicate effectively in writing and in oral expression.
23. Ability to gather information through observing and questioning individuals and by examining records and documents.
24. Ability to establish and maintain harmonious working relationships with others.
25. Ability to maintain accurate records.
26. Ability to prepare technical reports.
27. Ability to assemble items of information in accordance with established procedures.
28. Ability to deal tactfully with others.
29. Ability to interpret and apply laws, rules and regulations concerning the dispensing of drugs.
30. Ability to conduct training or instruction.
31. Ability to stand for long periods of time.
32. Ability to work independently.
33. Ability to adjust to changing situations to meet emergency or changing program or production requirements.

34. Ability to maintain a calm manner in stressful and emergency situations.

Based on assignment, the following may be required at hire:

1. Ability to supervise; including planning and assigning work according to the nature of the job to be accomplished; the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.

Additional qualifications required at hire for Pharmacist II positions:

1. Knowledge of the principles and methods of inventory control of supplies and equipment.
2. Ability to maintain a calm manner in stressful and emergency situations.
3. Ability to plan, assign and coordinate the activities of others by establishing operating and/or reporting relationships and by assigning the work accordingly.

XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the types and uses of agency forms.
2. Knowledge of the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing agency operations.
3. Knowledge of safety, sanitation and sterilization methods, techniques and procedures followed in a medical facility.
4. Knowledge of the types and availability of public or private organizations and sources for providing pharmaceutical services.
5. Knowledge of the state and agency procedures governing purchasing and requisitioning of supplies and equipment.
6. Knowledge of standard storekeeping procedures for the disbursement of materials, supplies and equipment.
7. Knowledge of human growth and development.
8. Knowledge of standard methods and techniques followed in the administration of medication, injections and preparations.
9. Knowledge of the theory and practice of nutrition.

10. Knowledge of the types and application of emergency medical procedures such as cardio-pulmonary resuscitation (CPR) and tourniquets.

Additional qualifications acquired on job for Pharmacist I positions:

1. Knowledge of the principles and methods of inventory control of supplies and equipment.

Additional qualifications acquired on job for Pharmacist II positions:

1. Knowledge of the principles, practices and techniques of supervision.

XII. MINIMUM ENTRANCE REQUIREMENTS:

Pharmacist I:

None. (See Section XIII below.)

Pharmacist II:

Applicants must have at least one year of full-time, or equivalent part-time, professional experience as a registered Pharmacist.

Occupational Group 27

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