

**CLASS TITLE: PHARMACIST**

**Class Code: 02781200**  
**Pay Grade: 27A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To compound and dispense drugs on prescription; as required, to be responsible for the maintenance of a state-operated pharmacy; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with some latitude for the use of independent judgement; consults with superior relative to special prescriptions; work is subject to review for compliance to instructions and professional practices, procedures and standards.

**SUPERVISION EXERCISED:** As required, may supervise those assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To compound and dispense drugs on prescription.

As required, to have charge of a pharmacy.

To weigh, measure, and mix drugs and other medical compounds, filling bottles or capsules with correct quantity and quality of preparation.

To assay medications to determine identify, purity, and strength.

To be responsible for disseminating information on medication and medical/surgical supplies to members of the medical and nursing staff.

To maintain a perpetual inventory of stock and to requisition chemicals and pharmaceuticals and other supplies, and to document the distribution of controlled substances.

To serve on various departmental committees dealing with pharmaceutical services, upon request.

To have custody of controlled substances and keep records pertaining thereto.

To review the original doctor's order to proper dosage, strength, and possible drug interactions.

To participate in the clinical review process with other members of a health care team including performing individual patient medication reviews.

As assigned, to be capable of utilizing a computer terminal to record patient information and to be responsible for inputting medication information in the medication preparation process.

To assist in the process of preparing the pharmacy for accreditation.

As assigned, to be responsible for recording patients' medical history and for maintaining patient profiles.

To be responsible for reviewing medication storage areas for proper storage.

To be responsible for removing all outdated or excess medication, when necessary.

To be responsible for the prepackaging, repackaging, and proper labeling of drugs received in bulk quantities.

To clean utensils, wash and prepare sterile bottles.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and practices of professional pharmacy; a thorough knowledge of the composition and use of the more common drugs; a working knowledge of the principles and procedures of retail pharmacy; skill in technical operations; the ability to prepare pharmaceutical compounds on a volume basis; a thorough knowledge of the proper storage, handling, and preparation of pharmaceutical items; the ability to estimate future pharmaceutical items; the ability to supervise assistants; the ability to deal with the public with tact and diplomacy; the ability to supervise others assigned to assist; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from an accredited school of pharmacy; and

Experience: Such as may have been gained through: employment as a registered pharmacist.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT**: At the time of appointment, must be a registered pharmacist and must maintain such registration as a condition of employment.

Class Revised: March 12, 1989

Editorial Review: 3/15/03