

# Classification and Qualification STANDARDS

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## Pharmacy Series

Class Title	Class Code	Date Revised	FLSA
Pharmacy Technician	7994		Non-Exempt
Pharmacist I	7992	06-01-2006	Exempt
Pharmacist II	7993		Exempt

*Classification Standard Reformatted: 03-01-2014*

### OVERVIEW:

The Pharmacy Series is comprised of three classifications, which provide either technical pharmacy support or perform professional pharmacy and administrative functions within a campus Student Health Center pharmacy. Positions in this series abide by the laws, rules and regulations as stated by the California State Board of Pharmacy.

**Pharmacy Technician** – Incumbents perform a variety of technical and administrative functions in support of pharmacy operations, including non-discretionary tasks associated with the processing and packaging of prescriptions.

**Pharmacist I** – Incumbents perform the full range of general licensed pharmacist duties. In smaller and/or less complex Student Health Center pharmacies that require only one regular or full-time pharmacist, incumbents may be responsible for some or all aspects of pharmacy administration, which may include serving as the Pharmacist-in-Charge, as defined and required by the California State Board of Pharmacy.

**Pharmacist II** – The Pharmacist II is responsible for the overall pharmacy operations and administration, typically at larger and/or more complex Student Health Center pharmacies. Incumbents typically serve as Pharmacist-in-Charge, as defined and required by the California State Board of Pharmacy, and provide lead work direction to other licensed pharmacists and pharmacy support staff.

### PHARMACY TECHNICIAN

Pharmacy Technicians work under the supervision of a licensed pharmacist and performs a variety of technical and administrative functions in support of pharmacy operations, including the non-discretionary tasks associated with the processing and packaging of prescriptions.

Pharmacy Technicians typically perform some or all of the following duties: review incoming prescription orders for validity and student eligibility; enter data into the pharmacy's automated system and determine billing procedures when applicable; process prescriptions including the packaging and labeling of drug products; may prepare and compound simple prescriptions for Pharmacist review; compile and maintain appropriate medical and medication information and records from patients or their medical records and maintain appropriate prescription records in conformance with applicable university, state and federal regulations; perform inventory management duties, including the ordering, cycling of stock, and removal of out-of-date items according to established policies; and perform cashiering functions, as needed.

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## **MINIMUM QUALIFICATIONS:**

### ***Knowledge:***

Working knowledge of brand and generic drug names, prescription packaging and labeling, aseptic compounding techniques, and drug disposal protocols. General knowledge of different pharmacy operations, practices, and procedures; and familiarity with the standards, ethics, laws, and regulations governing pharmacy practices in the State of California.

### ***Abilities:***

Ability to understand and use pharmacy and medical terms, abbreviations, and symbols commonly used in prescribing and dispensing medications; perform the recordkeeping functions involved in and related to dispensing drugs and inventory management; perform packaging and labeling of drug products; perform calculations for drug dosing; effectively use and maintain the pharmacy automated system to maintain pharmacy and prescription records, produce required reports, and perform cashiering functions; establish and maintain effective working relationships with practitioners and other health center support staff; and exhibit strong customer service skills with patients.

### ***Education and Experience:***

High school diploma or equivalent and the required education and training to be a registered Pharmacy Technician by the California State Board of Pharmacy. Equivalent to six months to one year of experience working in a pharmacy setting.

### ***License:***

Possess and maintain Pharmacy Technician license.

## **PHARMACIST I**

The Pharmacist I performs the full range of general license pharmacist duties, including consulting with the prescriber and patient; identifying, evaluating and interpreting prescriptions; acquiring, compounding and dispensing medications, vaccines and other therapeutic agents; and ensuring pharmacy programs and operations and the delivery of pharmacy services are in compliance with established professional standards and applicable federal and state regulations. Incumbents often serve as a staff pharmacist, but may be responsible for some or all aspects of pharmacy administration in Student Health Center pharmacies that are smaller and/or have less complex operations as these pharmacies often need only one regular or full-time pharmacist. Assignment of administrative responsibilities may include serving as the Pharmacist-in-Charge, as defined and required by the California State Board of Pharmacy.

Incumbents typically perform some or all of the following duties: interpret prescriber orders and select, compound, and dispense prescriptions; take and maintain appropriate patient drug and health histories; counsel students regarding proper administration and storage of prescribed and over-the-counter medications; may develop educational materials for students relative to pharmaceuticals; consult with and advise physicians and other practitioners on drug selection, dosage, and administration, drug action and side effects, drug interactions, alternative drug therapies, and drug availability and cost; ensure proper maintenance of detailed prescription records, as well as inventory records on drugs, narcotics, and poisons; prepare and file necessary reports, as required by the university and applicable state and federal laws and regulations; acquire, receive, and maintain pharmaceuticals and supplies; assist in the accurate completion of insurance forms and related paperwork; ensure pharmacy operations and programs, as well as services delivered, are in compliance with professional standards and applicable federal and state regulations; participate in Student Health Center quality assurance, accreditation, risk management, emergency preparedness, and other related programs; keep current with developments in the pharmaceutical field and in areas affecting pharmacy operations; may be responsible for some or all aspects of pharmacy administration including coordinating pharmacy operations, participating in the development and implementation of pharmacy policies and procedures, and assisting in budget preparation and management; may serve as the Pharmacist-in-Charge in smaller Student Health Center pharmacies requiring only one regular or full-time pharmacist, which entails ensuring the pharmacy is in compliance with all state and federal licensing and regulatory requirements and completing necessary reports, as defined and required by the California State Board of Pharmacy; may be assigned to provide lead work direction to technical and administrative support staff within the health center pharmacy, such as pharmacy technicians and clerks; lead work direction involves organizing and planning work, training and orienting employees, scheduling pharmacy

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support staff, assigning work, reviewing work, and providing input to employee selection and performance evaluations; also may be responsible for scheduling on-call pharmacists.

## **MINIMUM QUALIFICATIONS:**

### ***Knowledge:***

Comprehensive knowledge of the laws and regulations pertaining to dispensing, storage, and recordkeeping of drugs, narcotics and poisons. Thorough knowledge of all drugs, chemicals and supplies required in the operation of the Student Health Center pharmacy. Working knowledge of automated pharmacy systems; and campus procurement and budgetary processes. General knowledge of pharmacy administration and the requirements of serving as a Pharmacist-in-Charge.

### ***Abilities:***

Ability to compound and fill prescriptions; evaluate written prescription orders to determine ingredients needed and ensure proper dosages; review patient profiles against prescriptions for potential drug interactions and allergies; serve as a resource to practitioners and other medical support staff in the areas of pharmacology, drug combination, drug interaction, and alternative drug therapies; participate in the development and implementation of pharmacy policies, procedures and protocols; prepare and maintain accurate records and reports; establish and maintain effective working relationships with other health center staff and management; be sensitive to, communicate effectively with, and provide support to diverse patients; and provide lead work direction to pharmacy support staff.

### ***Education and Experience:***

Bachelor's degree in Pharmacy from an Accreditation Council for Pharmacy Education (ACPE) college of pharmacy program or other program recognized by the board as defined by the California State Board of Pharmacy. Equivalent to one year of experience as a licensed pharmacist working independently.

### ***License:***

Possess and maintain a valid pharmacist license as defined and required by the California State Board of Pharmacy.

## **PHARMACIST II**

The Pharmacist II is distinguished by broader, higher-level responsibility and accountability for overall pharmacy operations and administration, typically at larger and/or more complex Student Health Center pharmacies. These pharmacies are characterized by the complexity and varied operations and administration in such areas as formularies, finances and budget, insurance billings, locations, and staffing requirements. In addition to performing regular licensed pharmacist work, incumbents typically serve as Pharmacist-in-Charge and provide lead work direction to other licensed pharmacists and pharmacy support staff.

Incumbents typically perform some or all of the following duties: administer overall pharmacy operations including planning and organizing ongoing operations, developing and monitoring the pharmacy budget, ensuring compliance with quality assurance programs, overseeing insurance billing and processing, ensuring staff are competently trained, and scheduling staff; serve as the Pharmacist-in-Charge, which entails ensuring the pharmacy is in compliance with all state and federal licensing and regulatory requirements and completing necessary reports, as defined and required by the California State Board of Pharmacy; work with the health center management team to develop, implement, document and communicate pharmacy policies, procedures, and protocols, quality assurance programs, and security measures and programs; consult with medical and nursing staff on their needs relative to pharmacy operations; develop and maintain a complex pharmacy formulary and inventory; ensure pharmacy inventory is complete and accurate, monitor for proper utilization of pharmaceuticals, ensure timely ordering of pharmaceuticals and supplies, ensure safety of pharmaceuticals dispensed, and ensure prompt and proper disposal of expired medications; may be assigned to provide lead work direction to other licensed pharmacists, as well as pharmacy support staff.

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## **MINIMUM QUALIFICATIONS:**

### ***Knowledge:***

In addition to those of the Pharmacist I, possess a comprehensive knowledge of all state and federal laws pertaining to pharmacy operations and the requirements of serving as the Pharmacist-in-Charge. Thorough knowledge of pharmacy operations and administration; and campus budgetary processes in relation to the pharmacy. Working knowledge of human resource processes and procedures.

### ***Abilities:***

In addition to those of the Pharmacist I, ability to develop, implement, and communicate pharmacy policies, procedures and protocols, including those related to pharmacy security; develop a quality assurance program and ensure ongoing compliance; develop and implement a comprehensive pharmacy budget; and provide lead work direction to other licensed pharmacists, as well as pharmacy support staff.

### ***Education and Experience:***

Bachelor's degree in Pharmacy from an Accreditation Council for Pharmacy Education (ACPE) college of pharmacy program or other program recognized by the board as defined by the California State Board of Pharmacy. In addition to the experience of a Pharmacist I, the Pharmacist II must demonstrate sufficient experience to oversee the operations of a larger more complex pharmacy, serve as the Pharmacist-in-Charge, and provide work direction to other licensed pharmacists. Equivalent to three to five years of progressive operational and administrative experience working as a licensed pharmacist.

### ***License:***

Possess and maintain a valid pharmacist license as defined and required by the California State Board of Pharmacy.