

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Pharmacist II

Class Code: 50811

Pay Grade: MJ

A. Purpose:

Directs the activities of a facility or institution pharmacy unit by dispensing medications, supervising subordinates, including completing performance evaluations, and hiring and training new employees, and/or planning and organizing the hospital pharmacy according to hospital policies.

B. Distinguishing Feature:

The Pharmacist II directs and administers the pharmacy unit at a state institution. The Pharmacist I dispenses prescriptions, compounds medications, and maintains patient profile charts.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Supervises subordinate staff to ensure that the objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary action.
 - e. Conducts performance appraisals and completes performance documents.
2. Compounds and dispenses medications and other pharmaceutical supplies, using standards and physical procedures to fill written prescriptions issued by physicians and dentists.
 - a. Types label, selects correct medicine container, and the appropriate dosage form such as liquid, tablet, or capsule.
 - b. Makes a recommendation for drug usage or change to physicians and nurses.
 - c. Instructs patients in proper use of their prescribed medications.
3. Reviews written prescriptions to determine the ingredients needed and to ensure overdoses have not been prescribed.
4. Maintains patient profiles by noting drug doses, interactions, lab work, diets, immunizations, treatments, and allergies ensuring the patient is receiving proper medication and the best possible care available.
5. Maintains drug inventory by determining the stock needed, receiving the order, completing inventory cards, and restocking the shelves to ensure the inventory is well-stocked and orderly.
6. Provides information to physicians and other staff members on the availability of new drugs, the incompatibility of certain drugs, and the contradictions of drugs and other pharmaceuticals to keep the staff updated on changes in the pharmaceutical industry.
7. Performs other work as assigned.

D. Reporting Relationships:

The incumbent may supervise Pharmacists and other pharmacy staff.

E. Challenges and Problems:

Challenges include motivating the staff to do the best possible work and recommending a prescription for a patient with a difficult condition to treat.

Typical problems include treating patients who will not take the prescribed medications, determining if an appropriate medication is being prescribed based on the medications the patient is currently receiving, and ensuring medicines are packaged and labeled properly.

F. Decision-making Authority:

Decisions include determining when supplies should be ordered, which generic medications to purchase and also alternatives to present to subscribers.

Decisions referred include any decision regarding a change in the policy or procedures of the instructions, a change in a patient's medication, and approval of major purposes for the pharmacy unit.

G. Contact with Others:

Daily contact with the medical and nursing staff concerning the medications of patients and clarification of prescriptions and occasional contact with representatives of various pharmaceutical companies to obtain information on new medications and prices of these drugs.

H. Working Conditions:

The incumbent works in a typical pharmacy environment and is required to stand for extended periods of time.

I. Knowledge, Skills and Abilities:

Knowledge of:

- the principles of specialized sciences directly applicable to pharmacy;
- the regulatory and enforcement procedures in drug areas;
- special instruments and techniques used in compounding and manufacturing pharmaceuticals;
- chemical, biological, and comparative therapeutic properties of a wide range of drugs and technical literature;
- state and federal laws and hospital regulations regarding regulation of pharmacy practices.

Ability to:

- supervise;
- read and follow instructions;
- prepare reports and maintain records;
- compound prescriptions and manufacture pharmaceuticals.

J. Licenses and Certification:

Must be or eligible to be licensed as a pharmacist in the State of South Dakota.