

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

PHARMACIST

DEFINITION

Performs professional pharmaceutical work formulating, manufacturing, compounding, storing and dispensing prescribed medications; or performs investigative, inspection, audit and administrative work in the enforcement of state drug, cosmetic and pharmacy practice laws for the Iowa Board of Pharmacy Examiners; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists a supervisor by instructing employees, answering questions and distributing, balancing and checking work; may make suggestions on appointments, promotions, and reassignments.

Manufactures and compounds medications as requested by medical, dental or other qualified treatment staff.

Advises medical and other hospital staff in matters relating to drug activity and dosage.

Selects proper storage for drugs and chemicals with regard to humidity, permissible storage time, temperature and light sensitivity.

Maintains records for narcotics, depressants and stimulants in accordance with federal, state and local law.

Reviews invoices and billings; initiates purchase orders.

Confers with hospital or treatment staff, drug company representatives and representatives of the Iowa Board of Pharmacy.

Reviews patient records to observe and control inappropriate therapy and drug reactions.

Conducts surveys and inspections to insure accountability of controlled drugs; examines purchase and sales records and takes stock inventories in hospital and community pharmacies, drug wholesale houses, nursing homes, drug repackaging firms, individual dental, medical, and veterinary practitioner's offices and clinics.

Investigates reported and suspected violations of statutes and agency board rules to uncover cases of irregular pharmaceutical practices, adulteration and/or misbranding of prescription drugs; obtains evidence of suspected items and forwards them to the Board office for analysis, if necessary; interviews suspects and witnesses, and may appear as a witness in criminal court.

Confers with medical and nursing home personnel, hospital administrators, pharmacists and law enforcement personnel; promotes enforcement of state drug laws; provides verbal and written information and exchanges ideas.

Assists in the destruction or transfer of controlled substances from pharmacies where these substances have left the pharmacy's inventory but remain in its possession; assures proper and legal disposition of the substance.

Confers with medical, dental, podiatry and veterinary practitioners regarding their dispensing practices which do not conform to state or federal laws.

Conducts licensing examinations administered by the department as necessary.

COMPETENCIES REQUIRED

Knowledge of the procedures followed in compounding, filling, labeling and distributing medical prescriptions and in preparing pharmaceutical preparations for use in the pharmacy and in the various units of a hospital.

Knowledge of the various drugs, pharmaceuticals and other medical supplies and agents used in compounding and dispensing.

Knowledge of pharmaceutical arithmetic.

Knowledge of medical terms and the classification of drugs according to their action, use and dosage.

Knowledge of the use of weights, measures and other dispensing devices.

Knowledge of investigative methods and techniques.

Knowledge of interviewing techniques.

Knowledge of hospital procedures as they relate to drug supply and use.

Knowledge of the proper techniques of drug administration, devices for administration and special precautions.

Knowledge of the maintenance of records and inventories.

Ability to observe and record facts clearly and accurately.

Ability to adapt investigative methods and techniques to specific situations.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision, demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Acts to align one's behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Licensure as a Pharmacist by the Iowa Board of Pharmacy Examiners.

NOTE:

Employees of the Department of Public Health are expected to live in and travel in a specified area in the State of Iowa.

For specific positions a thorough background investigation will be conducted.

Effective Date: 7/00 SP