

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**PHARMACIST**

**JOB DESCRIPTION**

Employees in this job complete or oversee a variety of professional assignments in state medical or correctional facilities involving the compounding, dispensing, and preservation of drugs and medicines prescribed by medical personnel.

There are three classifications in this job.

**Position Code Title – Pharmacist-E**

Pharmacist 10

This is the intermediate level. The employee carries out a range of professional pharmacist assignments in a developing capacity.

Pharmacist P11

This is the experienced level. The employee performs a full range of professional pharmacist assignments in a full-functioning capacity. Considerable independent judgment is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – Pharmacist-A**

Pharmacist 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Compounds and dispenses drugs and medicines prescribed by Physicians, Dentists, or other authorized medical personnel.

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Makes substitutions of comparable drugs for drugs with trade names, as appropriate.

Manufactures pharmaceutical preparations and fills orders to supply facility resident areas.

Prepares solutions and sterile vehicles.

Responds to inquiries concerning drug contents, dosages, regimen reviews, errors, storage and disposal, and biological.

Monitors drug therapies for drug interactions, allergies, and contraindications.

Monitors stocks of drugs and chemicals.

Inventories and procures drugs, medications, supplies, etc., as required.

Maintains supplies and oversees security of drugs kept at nursing stations and night emergency cabinets.

Conducts in-service training for healthcare workers and provides consultations on the use and care of prescription drugs and medicines with patients.

Maintains records and prepares reports on all narcotics and alcohol dispensed.

Provides technical assistance to members of interdisciplinary medical teams and providers of health care in a variety of settings.

Inspects facilities where drugs, medicines, and poisons are manufactured, dispensed, or retailed; verifies licensure of facility and staff, analyzes product samples, checks equipment and work environment for compliance, and investigates complaints.

Provides expert testimony at court and administrative hearings regarding findings of health care surveys.

May assist in the training of new Pharmacists.

May oversee the work of pharmacy support staff; e.g., Pharmacy Technicians.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

**Additional Job Duties**

**Pharmacist 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

**Pharmacist 12 (Senior Worker)**

Performs on a regular basis professional pharmacist assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices involved in compounding and dispensing of prescriptions.

Knowledge of pharmacy, drug, narcotic, and related laws of the state.

Knowledge of pharmaceuticals, drugs, narcotics, and poisons.

Knowledge of the calculation of doses and the preparation and use of percentage and stock solutions.

Knowledge of the basic sciences underlying pharmacy, such as chemistry, biology, and physics.

Knowledge of the processes involved in the manufacture of pharmaceutical preparations.

Knowledge of stock control and related record keeping.

Ability to apply safety and efficiency in the prescribing, dispensing, administering, and use of drugs and related articles for the prevention of illness and the maintenance and management of health.

Ability to fill prescriptions and prepare official drugs and standard medications.

Ability to recognize physical, chemical, and therapeutic incompatibilities.

Ability to analyze and understand Physicians', Dentists', or other recognized, medical personnel's oral or written orders involving standard symbols and terminology.

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Ability to apply pharmaceutical laboratory techniques.

Ability to maintain accurate records and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

### **Additional Knowledge, Skills, and Abilities**

#### **Pharmacist 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

### **Working Conditions.**

Typical work activities involve frequent and prolonged periods of standing and walking.

Typical work activities may involve some exposure to aggressive clientele.

Some jobs require an employee to work in adversarial situations.

Some jobs require direct contact with prisoners.

Some jobs are located in a correctional, mental health, or hospital facility, or social services agency.

### **Physical Requirements**

The job duties require an employee to stand for long periods.

The job duties require an employee to work under stressful conditions.

### **Education**

Possession of a bachelor's degree in pharmacy.

### **Experience**

#### **Pharmacist 10**

One year of professional experience in the compounding, dispensing, and preservation of drugs and medicines equivalent to a Pharmacist, including prior or concurrent successful completion of the required pharmacy internship.

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**Pharmacist P11**

Two years of professional experience in the compounding, dispensing, and preservation of drugs and medicines equivalent to a Pharmacist, including one year equivalent to a Pharmacist 10.

**Pharmacist 12**

Three years of professional experience in the compounding, dispensing, and preservation of drugs and medicines equivalent to a Pharmacist, including one year equivalent to a Pharmacist P11.

**Special Requirements, Licenses, and Certifications**

Full Michigan licensure to engage in the practice of pharmacy.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
PHARMACST

**Job Code Description**  
Pharmacist

**Position Title**  
Pharmacist-E  
Pharmacist-A

**Position Code**  
PHRMCSTE  
PHRMCSTA

**Pay Schedule**  
H21-022  
H21-023

ECP Group 2  
Revised 6/1/06  
TeamLeaders