

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PHARMACIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER2.04 for making classification decisions relative to present and future professional Pharmacist positions in state institutions. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions that perform professional licensed Pharmacist duties and consultation in state institutions. These positions have responsibility for compounding and dispensing drugs and other pharmaceutical preparations. They periodically inventory, purge, and record drug stocks and supplies and provide information on drugs and medications, as required.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not provide professional licensed Pharmacist services in state institutions.
2. Positions that meet the statutory definition(s) of supervisor, confidential and/or management as defined in Wis. Stats. 111.81 (19), (7) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

PHARMACIST

This is professional work in pharmacy providing pharmaceutical care* and consultation to an assigned area of responsibility. Employees in this classification compound and dispense drugs and other pharmaceutical preparations. In this regard, employees receive or oversee receipt of prescriptions for medications and/or medical devices, interpret or evaluate a medication or medical device order; participate in drug or device selection as authorized by law and written into the institution's policies; oversee the preparation and filling of or prepare and fill orders using proper pharmaceutical methods and techniques; provide patient counseling when appropriate; properly package, label and dispense or distribute a medication and/or medical device; maintain records of drugs dispensed; monitor and evaluate resident/inmate medication therapies and participate in clinical consultation services by making recommendations to physicians and other health care professionals on the appropriate use of drugs, monitoring of levels, use of formulary substitutions, and drug interactions; maintain documentation of prescriptions, transactions, supplies, inventory and patient information; and assure that drugs or devices are properly and safely stored and removed from inventories when outdated. Employees, after receiving certification of training, may administer an immunization or vaccination under a clinician's written protocol or order. Work is performed under the general supervision of a Pharmacist Supervisor or Medical Director.

**Pharmaceutical Care* is defined per ASHP (American Society of Health-System Pharmacists) Statement on Pharmaceutical Care as; "the direct, responsible provision of medication-related care for the purpose of achieving definite outcomes that improve a patient's quality of life."

Representative Position:

Department of Corrections, Bureau of Health Services, Dodge Correctional Institution: Pharmacist staff oversee preparation of 2,200 prescriptions per day; enter prescription and patient information into pharmacy computer program; communicate and document all interventions (drug reactions, allergy, appropriateness); make required pharmaceutical preparations including sterile IV (intravenous) products; fill and dispense prescriptions for drugs chemicals and supplies; oversee work of Pharmacy Technicians; conduct institutional site consultation visits for purpose of reviewing charts, appropriateness of medication storage, and expiration dates of medications; provide a variety of information on drugs to institution Health Service Unit staff; maintain records of drugs dispensed, registers, inventories and controlled substances; develop monthly information reports; record prescriptions and orders in Patient Medical Profile.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Special Requirement: Licensure or eligibility for licensure as a pharmacist in the State of Wisconsin.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective April of 1973. It was modified effective February 6, 2005, and announced in bulletin OSER-0058-MRS/SC to change the special requirement for "registration as a pharmacist" to "Licensure as a pharmacist" as it is listed at the Department of Regulation and Licensing and to update the specification to comply with current formatting standards and to better reflect the current duties of the Pharmacist.