



PHARMACIST III

CHARACTERISTICS OF WORK:

This is professional supervisory work in directing a section within a pharmacy in a state institution, agency, or department. Consultation is provided to department heads, bureau chiefs, medical and nursing staff, and other professional or administrative personnel on a daily basis. Incumbents direct other staff members in establishing work flow and work priorities. Supervision is exercised over other Pharmacists, Pharmacy Technicians, and distribution personnel. Supervision is received from the Pharmacy Director or Assistant Director.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Graduation from an accredited school or college of pharmacy.

AND

Experience:

Three (3) years of experience as a Licensed Pharmacist.

Licensure:

Possession of a valid license to practice pharmacy in Mississippi and possession of a controlled substance license;

Required Documentation:

Applicant must attach a valid copy of his/her license as a Licensed Pharmacist from the Mississippi Board of Pharmacy and verification of possession of a valid controlled substance license.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color: Ability to identify and distinguish colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to sit. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork. Continuously evaluates and adapts; copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement. Models appropriate behavior. Recognizes and develops potential in others; mentors.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Pharmaceutical Distribution: Performs and/or supervises the functions of acquisition, preparation, and distribution of drugs to ensure the safety, accuracy, and quality of supplied products.

Supervises Pharmacist Is, IIs, and Technicians in the execution of responsibilities and duties, providing assistance where necessary. Maintains records and prepares reports on all drugs used. Recognizes patterns of inappropriate use of drugs. Establishes and maintains strict control of inventories.

Ethical, Legal, and Professional Responsibilities: Practices within legal requirements, demonstrates professional integrity, and acts to uphold professional standards of practice and code of ethics.

Applies legal requirements and ethical principles to the practice of pharmacy. Demonstrates personal and professional integrity.

Education and Communication: Educates and communicates with groups and individuals to support patient care.

Demonstrates effective and appropriate communication skills in diverse settings or situations. Displays clear, effective writing skills. Demonstrates appropriate verbal, nonverbal, and listening skills. Selects appropriate communication techniques for use with patients and other health care providers. Participates in and conducts in-service programs regarding pharmacy procedures and medications with pharmacy and agency staff.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Dispenses medication and pharmaceutical supplies.
2. Provides professional pharmaceutical consultations and conducts in-service programs.
3. Maintains an adequate inventory, supervises the storage of pharmaceuticals and supplies, and identifies and develops solutions for problems regarding prescriptions and drug supply.
4. Manages and supervises pharmaceutical staff and activities.
5. Prepares statistical reports, maintains documentation according to agency/department procedures, and develops procedures.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Supervises Pharmacist I's, Pharmacist II's, and Technicians in the execution of responsibilities and duties, providing assistance where necessary.

Develops work plans, issues work assignments, and determines priorities.

Produces and edits internal reports, Medicaid reports, and other billing reports for various programs.

Produces departmental statistics such as drug utilization based on computerized reports and notifies appropriate program personnel.

Consults with supervisor and others regarding needed or proposed changes in internal policies and procedures.

Identifies problems regarding prescriptions, drug supply and delivery, and patient dosage and attempts to develop solutions.

Prepares and dispenses prescriptions for patients in accordance with Physicians' directions.
Develops procedures for the manufacture of large quantities of pediatric and other specialized items.

Participates in and conducts in-service programs regarding pharmacy procedures and medications (utilization, pharmacology, and drug interactions) with pharmacy and agency staff.

Maintains and monitors product/patient log to ensure that emergency action may be quickly taken in the event of a product recall.

Compiles drug utilization and prescription reports for products utilized by health programs.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.