

**CLASSIFICATION:** PHARMACIST

**Class Code:** 6885-27

**Date Established:** 02-07-92

**Occupational Code:** 7-4-3

**Date of Last Revision:** 12-02-15

**Exempt Status:** Exempt

**BASIC PURPOSE:** To dispense medications and medical supplies and provide clinical and drug information to nursing and medical staff within a state institution.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Interprets prescriptions and fills, compounds and dispenses medication, determining pharmaceutical, chemical, physical, or physiological incompatibilities and interactions.
- Reviews and evaluates patient's medications and provides recommendations to the professional staff by means of verbal and written communications.
- Provides continuing education and teaching services to staff at the agency to which the position is assigned.
- Maintains proper inventory of medication, I.V. solutions, and pharmaceutical supplies by preparing purchase orders as necessary.
- Supervises a paraprofessional and support staff.
- Compiles, analyzes and interprets data for quality improvement activities.
- Attends and participates in hospital committees, including acting as liaison between the pharmacy unit and other committees.
- Provides medical literature and counseling to patients and family members during visits and upon discharge.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy, and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

**Knowledge:** Requires expertise in a highly specialized, technical, or professional discipline to manage or create policy at a systemwide administrative level.

**Impact:** Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organizational goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

**Supervision:** Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

**Communication:** Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college of pharmacy or department of a university accredited by the American Council on Pharmaceutical Education and approved by the New Hampshire Board of Pharmacy. Doctor of Pharmacy (Pharm D) preferred.

**Experience:** Five years of experience as a Pharmacist, preferably in a hospital or institutional setting.

**License/Certification:** Must be licensed by the New Hampshire Board of Pharmacy.

**RECOMMENDED WORK TRAITS:** Thorough knowledge of the principles and practices of professional pharmacy and the ability to apply them in pharmaceutical unit. Knowledge of the composition and properties of drugs and their manufacturer and uses, their pharmacologic actions and the procedures for testing purity and strength. Knowledge of the interaction of medications and drugs that can cause reactions when used in consort with other prescriptions. Ability to measure, weigh and package drugs, and to prepare departmental reports as necessary. Ability to interpret prescription format and to note physical and chemical changes in ingredients for prescriptions. Ability to influence staff and the public to accept new drugs and to be aware of drug abuse. Ability to prepare pharmaceutical compounds on a volume basis. Skill and exceptional accuracy in the preparation and dispensing of drugs. Good color perception, manual dexterity and hand and eye coordination. Ability to establish and maintain work relationships with other professional employees, hospital staff and with patients. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.