

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

RPA NUMBER	DGS OFFICE or CLIENT AGENCY Emergency Medical Services Authority	
UNIT NAME Disaster Medical Services	REPORTING LOCATION	
SCHEDULE (DAYS / HOURS)	POSITION NUMBER 312-740-7982-906	CBID R19
CLASS TITLE Pharmacist I	WORKING TITLE Pharmacist I	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The mission of EMSA is to prevent injuries, reduce suffering, and save lives by developing standards for and administering an effective statewide coordinated system of quality emergency medical care and disaster medical response that integrates public health, public safety, and healthcare.

POSITION CONCEPT

Under the direction of the Team Leader designated for deployment, the Pharmacist I/Pharmacist is a member of an assigned California Medical Assistance Team (CAL-MAT) Unit. The Pharmacist I/Pharmacist is responsible for the compounding of prescriptions by the CAL-MAT physician and other licensed practitioners while deployed as part of a CAL-MAT unit. The Pharmacist I/Pharmacist will supervise the performance of the Pharmacy Technician, and carries out a full range of administrative duties.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	<ul style="list-style-type: none"> Execute the functions essential to a clinical pharmacy, including drug selection, compounding, and dispensing of varied range of therapeutic agents.
30%	<ul style="list-style-type: none"> Provide definitive advice to CAL-MAT Physician and/or Team Leader concerning contraindications, side effects, storage concerns, etc. Supervise and oversee the performance of the Pharmacy Technician when deployed.
20%	<ul style="list-style-type: none"> Provide knowledgeable information and advice concerning concentration, doses per solution, etc. Suggest alternative medications to avoid incompatibilities, alleviate side effects, overcome potentiating drug combinations and prevent antagonistic reactions. Identify and resolve problems in the area of biopharmaceutical effectiveness, including problems concerning solubility, stability, incompatibility, etc.
15%	<ul style="list-style-type: none"> Oversee necessary requirements of pharmacy management, such as the preparation of estimates and requisitions for the drugs, sundries and chemicals required, and keep records of those received,

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

PERCENTAGE	DESCRIPTION
	on hand and dispensed.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**KNOWLEDGE AND ABILITIES**

Knowledge of: Compounding of prescriptions and stock pharmaceutical preparations; drugs, chemicals, and pharmaceutical supplies required in the operation of a dispensary; laws pertaining to dispensing and use of narcotics and poisons; principles of effective supervision; department's Equal Employment Opportunity Program objectives; a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to: Compound prescriptions and stock pharmaceutical preparations; supervise the work of others; keep records and prepare reports; analyze situations accurately and take effective action; assimilate and provide information on drugs and their actions; effectively contribute to the department's Equal Employment Opportunity objectives.

SPECIAL REQUIREMENTS

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating 12 hour shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

Travel within and outside the State of California is required for this position.

DESIRABLE QUALIFICATIONS

Knowledge of and/or experience in disaster planning and response, emergency medical services, public health administration and/or or a health/ medical background; principles and techniques of organization, administration, and management; purposes, activities, and legislation of the Emergency Medical Services Authority.

Excellent leadership and problem solving skills.

Analyze situations accurately, make recommendations, and take effective action.

Willingness to work as a team member with other professional staff; willingness to provide patient-oriented services.

INTERPERSONAL SKILLS

Work well as part of a team and independently as necessary.

Build good working relationships with constituents, colleagues, and consultants.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

Shall be required to work in the field, with a Mission Support Team, or location to provide assistance in emergency response and recovery activities.

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

Ability to accept a 14 consecutive day deployment with the potential to decrease or extend (This means all personal appointments should be cleared before accepting this assignment).

Ability to work irregular work hours (7 days a week, 12 hour shifts)

Ability to function in austere living conditions such as base camp style (or similar) housing/lodging.

Ability to self-sustain for first 24 to 72 hours.

Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.

Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.

Ability to consistently exercise good judgment and effective communication skills.

PHYSICAL ABILITY

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations as may be encountered during deployments without compromising their health and well-being, or that of their fellow team members or patients.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED