

PHARMACIST I*

Function of Job:

Under general supervision of head pharmacist or other designated supervisor, to be responsible for compounding and dispensing prescriptions according to Federal and State regulations regulating the use of drugs.

Characteristic Duties and Responsibilities:

1. Compound and dispense medications according to applicable state and federal laws after checking/monitoring patient profiles for possible drug interactions or allergies.
2. Prepare/maintain appropriate records on all patients, including drug history profile.
3. Consult with prescriber when needed concerning appropriateness of prescribed therapy and offer alternative.
4. Provide consultation to patients concerning their medication, effects and side effects, proper dosage and potential drug or food interactions.
5. Assure that proper medications and supplies are available for weekend and night usage, and monitor/document prescriptions dispensed in appropriate records.
6. Conduct periodic inspections/inventories/audits to insure proper security/storage of medications; to check expiration dates/outages; to assure adequate stock levels of pharmaceuticals and medical-surgical supplies; and to make physical counts of all narcotics as dictated by Federal Drug Enforcement Agency and NH State Board of Pharmacy.
7. Be responsible for coordinating work study programs involving hiring, scheduling, training and supervision of daily activities of pharmacy technicians.
8. Participate in learning experiences to enhance professional capabilities and meet continuing education requirements for annual state licensure.
9. Be responsible for preparing semester statistical and/or cost data informational reports as assigned.
10. Act as head pharmacist in his/her absence.
11. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's Degree in Pharmacy from a certified College of Pharmacy.
2. Registered Pharmacist license from NH State Board of Pharmacy.
3. One year of hospital or retail experience as a pharmacist.
4. Sufficient computer knowledge for data entry and retrieval.
5. Communication and organizational skills.

10/9/87
System Approval

10/9/87
Effective Date

* Revised – original approved 3/7/75 as “Pharmacist.”

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.