



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Codes: 3261
3262

PHARMACIST

SCOPE OF WORK:

Work involves compounding preparations according to prescriptions and dispensing medications and supplies within the pharmaceutical department of a state agency.

DUTIES PERFORMED AT ALL LEVELS:

- Compound preparations according to prescriptions and dispense pharmaceutical medications and supplies for clients; fill ward and drug station stock requisitions.
- Inspect wards and drug stations to assure adequate supply levels; inspect pharmaceuticals for proper labeling and storage, expiration dates, potency of medication, sanitary conditions, and security measures; recommend disposal of obsolete stock and remove and return outdated or recalled medication.
- Prepare requisitions for drugs, chemical preparation, and supplies; participate in annual physical inventory; maintain records; participate in receipt, inspection, count and storage of items
- Prepare and maintain special records per national and state requirements regarding the type and quantities of narcotics and alcohol purchased, dispensed, and on hand.
- Provide appropriate drug consultation to staff and clients regarding medications; provide in-service to physicians and nurses on drug related topics.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

PHARMACIST I

3261

GRADE Q*

LEVEL DEFINITION:

Positions at this level perform duties independently in providing direct pharmaceutical services.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a bachelors degree from an accredited College of Pharmacy program and registration as a pharmacist in North Dakota.

PHARMACIST II
GRADE S*

3262

LEVEL DEFINITION:

Positions at this level direct a pharmacy unit or administer a statewide prescription program.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Plan, direct, and supervise a pharmacy program within a state agency.
- Develop and implement pharmacy policies and procedures.
- Develop pharmacy budget, authorize purchases, and approve expenditures.
- Assure that assigned pharmacy program is in accordance with federal and state laws, rules, and regulations.
- Direct, supervise, and evaluate other pharmacists, technicians, and staff.
- Serve as a consultant to staff, civic groups and health practitioners on matters pertaining to pharmacy.
- May coordinate the claims processing system for medications dispensed to Medicaid participants; maintain a drug pricing file; establish and monitor payment edits and pre and post-payments of pharmacy bills.
- May develop and conduct or attend seminars, workshops, and conferences and write articles for pharmacy journals.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree from an Accredited College of Pharmacy; registration as a Pharmacist in North Dakota and three years of experience as a pharmacist that included staff or program management.

Eff. Date: 1/91

*1/97 – Pay grade exception

Rev: 1/00 – Word processing conversion

Rev*4/02 – Pay grade exception raised another grade

Rev *10/07 – Pay grade exception raised another grade

Rev: 7/12 – Conversion to Hay System; *Pay Grade Exception assigned 7/12; NDAC 4-07-04-11 & 4-07-04-12