

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Supervising Pharmacist

**JOB CLASSIFICATION** Supervising Pharmacist

**DOT TITLE** Pharmacist

**DOT NUMBER** 074.161-010

**DEPARTMENT** Public Health

**DIVISION** Community Health Services

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 2

**CONTACT'S NAME & TITLE** Dean Webb

**CONTACT'S PHONE** 206-263-8287

**ADDRESS OF WORKSITE**

2124 4<sup>th</sup> Avenue  
Seattle, WA

10501 Meridian Ave N.  
Seattle, WA 98133

KCCF  
500 5<sup>th</sup> Avenue  
Seattle, WA 98104

Regional Justice Center  
620 West James Street  
Kent, Washington 98032

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 1/7/04

**VRC NAME** Jeff Casem

**DATE REVISED** 6/3/09

**WORK HOURS**

Variable hours, 40/week.

**OVERTIME** Required, in accordance with episodic business demand. This is an exempt position. These positions are exempt and thus not eligible for overtime.

**JOB DESCRIPTION** Supervises the work of assigned staff and coordinates pharmaceutical services for the Seattle/King County Department of Public Health at various sites including Public Health clinics, Jail Health Services Pharmacies, and the Pharmacy Warehouse.

**ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS**

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.

6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

### **JOB SPECIFIC REQUIREMENTS**

Must possess a current and valid Washington State Board of Pharmacy Pharmacist license. Must have knowledge of disease states, therapeutic use of drugs, clinically significant drug interactions, adverse drug reactions and their interrelatedness, inventory control procedures and practices, Washington State laws and regulations regarding the practice of pharmacy, supervisory techniques and principles, medication storage and shipping requirements for product stability, and legal requirements for pharmacy wholesalers relating to re-packaging and returns for credit of medications. Must possess mathematic calculation skills for determining weight and strength of solutions for compounding. Must have organization skills, communication skills (oral and written), analytical skills, problem-solving skills and presentation skills. Must have skill in working in a team environment as well as skill in data entry and basic computer usage.

### **ESSENTIAL FUNCTIONS**

1. Oversee the daily operations of a specific pharmacy site. Responsibilities include the preparation and dispensing of prescriptions to patients, counseling patients and medical providers regarding the nature and use of drugs, maintaining paper and automated records of prescriptions by individual recipient, and assuring adequate staffing.
2. Assure the pharmacy is operating in accordance with all federal, state and Public Health policies and procedures and that the pharmacy is able to pass a Washington State Board of Pharmacy inspection.
3. Maintain inventory control and monitor purchasing, receiving, stocking and return/recall of all drugs and pharmacy supplies through the use of an automated reporting system.
4. Participate in comprehensive quality improvement activities and drug use management programs as directed by the Chief of Pharmacy and administrative staff..
5. Provide comprehensive quality improvement services to all health facilities by ensuring formal oversight, providing drug use management programs and participating in department-wide activities.
6. Supervise assigned staff by performing the full scope of supervisory responsibilities such as hiring, training, performance evaluations and disciplinary actions.
7. Dispense prescriptions and maintain paper and automated records of prescriptions by individual recipient.
8. Monitor drug therapy by evaluating patient medical history, clinically significant drug interactions, adverse reactions, therapeutic duplications, drug dosage and compliance with prescription order.
9. Provide drug education to patients and health care providers.
10. Act as preceptor for pharmacy students.

11. Fill orders for drugs and vaccines requested by Seattle/King County clinics and other health facilities.
12. Re-package and label prescribed medications for health clinics as required.
13. Maintain and monitor records for credits, returns and outdated drugs from health facilities and return outdated merchandise and recalled drugs to manufacturers.

### **NON-ESSENTIAL FUNCTIONS**

Participate in various committees.

### **PERSONAL PROTECTIVE EQUIPMENT USED**

None identified.

### **OTHER TOOLS & EQUIPMENT USED**

Computer, pen, printer, cash register, bottles, prescriptions, phone, refrigerator, freezer, spatula, fax machine, copy machine, label printer, resource books and manuals, stapler, baskets, pill counter, scissors, rubber bands, paper bags and paper clips.

### **PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time  
Frequently = occurs 33-66% of the time  
Occasionally = occurs 1-33% of the time  
Rarely = may occur less than 1% of the time  
Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

### **This job is classified as**

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

### **Standing**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat linoleum, carpet and anti-fatigue mat surfaces for up to 30 minutes at a time for up to 5 hours total in a work shift. Most commonly occurs while distributing medications, stocking shelves, counting meds and speaking with patients at the window.

### **Walking**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously & Highly Repetitive on flat linoleum, carpet and anti-fatigue mat surfaces for distances of up to 40 feet for up to 1 minute at a time for up to 6 hours total in a work shift. Most commonly occurs while traversing throughout the work area, walking to and from the refrigerator

and freezer, walking to and from the clinic area on the second floor and waling between the workstation and the front counter.

**Sitting** Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on an office chair for up to 30 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while performing computer duties and processing refills.

**Climbing stairs** Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 3 minutes at a time while climbing 3 flights for up to 12 minutes total in a work shift. Most commonly occurs while using the stairs to walk between the pharmacy area and the work clinic. An elevator is available to avoid stair climbing.

**Climbing** Health Care Provider initials if restricted \_\_\_\_\_

Rarely on a stepstool to heights of up to 1 foot for up to 1second at a time for up to 5 seconds total in a work shift. Most commonly occurs while using a stepstool to reach items on the upper shelves.

**Balancing** Health Care Provider initials if restricted \_\_\_\_\_

Rarely on a stepstool to heights of up to 1 foot for up to 10 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while using a stepstool to reach items on the upper shelves.

**Bending neck up** Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 10 seconds at a time for up to 20 minutes total in a work shift. Most commonly occurs while finding and reaching for medications on upper shelves.

**Bending neck down** Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 10 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs while obtaining vials for medications, obtaining medications on lower shelves and looking through file drawers.

**Bending/Stooping** Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 10 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs while obtaining vials for medications, obtaining medications on lower shelves and looking through file drawers. The employee can alternate bending/stooping with kneeling or squatting as needed.

**Kneeling** Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 3 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while obtaining medications on lower shelves as well as stocking medications on lower shelves. The employee can alternate kneeling with bending/stooping or squatting as needed.

**Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 3 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while obtaining medications on lower shelves as well as stocking medications on lower shelves. The employee can alternate squatting with bending/stooping or kneeling as needed.

**Reaching above shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 20 seconds at a time for up to 15 minutes total in a work shift while reaching for and stocking medications on upper shelves.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 30 minutes at a time for up to 5 hours total in a work shift while counting pills, using the cash register, using the computer while standing, writing and labeling vials.

**Reaching at knee to waist height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 10 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs while obtaining vials for medications, obtaining medications on lower shelves and looking through file drawers.

**Reaching at floor to knee height**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 3 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while obtaining medications on lower shelves as well as stocking medications on lower shelves.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 1-7 pounds at waist to shoulder height while unpacking medications as well as manipulating large vials, bags of prescriptions, boxes of medications and patient files.

**Carrying 1-10- pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for distances of up to 40 feet for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 1-7 pounds while moving bags of prescriptions to the front counter, stocking medications and retrieving returned prescriptions.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 10 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of 15-20 pounds while emptying the shred bin as well as moving a box of expired medications, incoming medications or prescription records.

**Carrying 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for distances up to 10 feet for up to 10 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of 15-20 pounds while emptying the shred bin as well as moving a box of expired medications, incoming medications or prescription records.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for distances of up to 10 feet for up to 10 seconds at a time with a force of up to 10 pounds for while moving a box of medications as well as opening and closing drawers.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 10 minutes total in a work shift while using a stapler, labeling bottles as well as manipulating large bottles of medications, basket of medications and opening and closing drawers.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 2 minutes at a time for up to 2 minutes total in a work shift while using a computer mouse to research medications.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 1 hour at a time for up to 6 hours total in a work shift while manipulating medications, prescriptions, spatula documents and vials as well as performing computer duties, opening and closing med containers and using rubber bands.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 5 minutes at a time for up to 4 hours in a work shift while conversing with providers and co-workers as well as counseling patients.

**Hearing**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 5 minutes at a time for up to 4 hours in a work shift while conversing with providers and co-workers as well as counseling patients.

**Seeing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while performing computer duties, reading prescriptions, filling prescriptions and stocking medications.

**ENVIRONMENTAL FACTORS**

Work is performed in a pharmaceutical setting within a public health facility. The employee is exposed to the general public, potentially contagious or infectious conditions and potentially hostile persons.

**The noise level is**

Approximately 40 decibels. The noise is caused by patients.

HCP Initials if Restricted

\_\_\_\_\_

**Work environment may include the following exposure(s):**

- Outside weather: Rare
- Odors: Rare
- Dusts: Rare
- Vibration: Rare

HCP Initials if Restricted

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE:

CLAIM #

**POTENTIAL MODIFICATIONS TO JOB**

New anti fatigue mats to increase comfort during extended durations of standing.

**SIGNATURES**

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

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Printed name & title of VRC evaluator

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Signature of VRC evaluator

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Date

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Printed name & title of contact

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Signature of contact

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Date

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Printed name & title of employee

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Signature of employee

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Date

