

**Position Code**  
1.PHAASTE14R

**State of Michigan**  
**Civil Service Commission**  
Capitol Commons Center, P.O. Box  
30002  
Lansing, MI 48909  
**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>
	Michigan Department of Corrections/CFA
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
	Bureau of Health Care Services
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Pharmacy Assistant-E E7	Health Care
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Pharmacy Assistant	Nursing and Ancillary Health Care Services
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Kimberly Korte; Registered Nurse Manager-4 15	Gus Harrison Correctional Facility (ARF)
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Jacqueline Jones; Registered Nurse Director-3 17	2727 East Beecher Street, Adrian, MI 49221 40 hours per week

**14. General Summary of Function/Purpose of Position**

Works in the Health Care Clinic coordinating the oversight inventory and ordering of all medication, both prescription and over the counter. This position coordinates the ordering, distribution and delivery of medications from the Vendor Pharmacy to the facility Health Care clinic and then to the prisoner. Serves as the liaison with the pharmacy, contacting the licensed pharmacist to clarify prescription orders or address medication questions as necessary. The position works under the supervision of the Health Unit Manager and is a drug and alcohol test position.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.  
List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1 - % of Time 50**

Coordinates the ordering, distribution, delivery, and pick-up of pharmaceutical products. Maintains proper inventories of medications and supplies to assure continuity of care without interruption. Distributes keep on person medications to prisoners.

**Individual tasks related to the duty.**

- Tracks automatic refills of prescription medication for chronic care clinics and prisoner restricted medication supply. Orders prescription refills from the pharmacy, as necessary.
- Processes patient requests for keep on person refills including documenting such into the electronic medical record.
- Assures that all patient medication orders are processed in a timely manner in order to prevent interruption of medication regimens.
- Receives completed patient-specific prescriptions in boxes from the vendor pharmacy and sorts. Validates and documents receipt of prescription medication assuring all prescriptions ordered were received. Separates restricted from keep on person medication.
- Notifies the HUM and the pharmacist of missing medications to assist in the continuity of the patient's medication regimen. Assists in obtaining the necessary medication from a local pharmacy if the missing medication is not stocked in the Physician/Dentist Stock box or Emergency box.
- Assists Pharmacy in obtaining clarification of orders when needed by communicating with Medical Provider.
- Distributes non-restricted prisoner self-administered (keep on person) medications to prisoners and documents same.
- Provides nursing staff with restricted medications when received.

Duty 2

**General Summary of Duty 2 - % of Time 25**

Maintains records of medications and supplies. Performs monthly inspection of medication administration areas. Performs monthly inventory of Physician Stock Box and Emergency Box and reorders medication to assure adequate supply remains as needed.

**Individual tasks related to the duty.**

- Maintains Self-Administered Medication Records and Medication Administration Records to assure that information is accurate and complete.
- Assists or completes medication error reports or vendor problem resolution forms.
- Performs monthly inspections of the medication storage and administration areas noting outdates.
- Performs monthly inventories Physician/Dentist Medication Box and Emergency Medication Box and maintains adequate stock.
- Completes monthly inspection forms and distributes to Health Unit Manager.

Duty 3

**General Summary of Duty 3 - % of Time** 20

Processes and documents medication for return or destruction. Monitors medication received and assists with reconciling bill. Stocks and sorts incoming pharmaceutical products/non-prescription medications and supplies. Ensures parole medications are ordered timely for prisoners leaving MDOC.

**Individual tasks related to the duty.**

- Maintains inventory and documentation of medication being returned to Pharmacy for destruction. Packages and returns meds to pharmacy at least monthly and provides HUM with documentation of such.
- Returns medications at least monthly for credit when allowable under State law and maintains log of those medications returned to assure credit is received. Provides HUM with documentation of such.
- Reviews monthly pharmacy bill to assure that only those medications/products received are approved for payment and reports findings to HUM.
- Maintains inventory and orders all over the counter medications and other medical supplies as needed.
- Fills and maintains documentation of over the counter orders when requested.
- Reviews docket of prisoners preparing for parole or discharge. Coordinates and ensures MP orders 30 day supply of prisoner's medication prior to prisoner leaving.

Duty 4

**General Summary of Duty 4 - % of Time** 5

Health Care Team Member

**Individual tasks related to the duty.**

- Works as a team member with other health care staff; communicates pertinent information regarding medications or issues regarding areas of his/her responsibility to HUM or other appropriate staff.
- Attends monthly staff meetings.
- Attends training as assigned.
- Maintains order and cleanliness of work area.
- Assembles necessary data or reports on their work activity upon request.
- Actively promotes the MPRI program.
- Performs other duties as assigned.

Duty 5

**General Summary of Duty 5 - % of Time**

**Individual tasks related to the duty.**

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Duty 6

**General Summary of Duty 6 - % of Time**

- 

**Individual tasks related to the duty.**

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**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Timing of the ordering of medication for prisoner/patients with chronic illnesses.

**17. Describe the types of decisions that require the supervisor's review.**

Any question regarding the accuracy of a medication would be reviewed with the pharmacist, physician, or HUM/designated Registered Nurse.

**18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Hazards associated with work within a correctional institution and with prisoners. The job duties require an employee to work under stressful conditions. Must be able to walk, stand, sit (at a desk for extended periods of time) and bend. Must be able to lift up to 30 pounds and carry 10 feet (heavy boxes of medication). Must be able to work under stressful conditions. Must be able to walk up and down two flights of stairs.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
NA			

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

**22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?**

Yes

**23. What are the essential functions of this position?**

To coordinate pharmacy services within a correctional facility clinic.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

The position will now be based in an ambulatory health care unit rather than in the pharmacy.

**25. What is the function of the work area and how does this position fit into that function?**

This position works with other health care staff, and has the responsibility for assuring that all medications are available in the clinic in a timely manner to assure that prisoners do not go without medically necessary medication.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?**

**EDUCATION:**

High School diploma or GED.

**EXPERIENCE:**

Two years of experience working with prescription medications.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to work and perform complicated tasks.

Knowledge of pharmaceuticals.

Ability to communicate and work well with others in a complicated health care environment.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

***NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

***I certify that the entries on these pages are accurate and complete.***

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY EMPLOYEE**

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form fo**