NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 58
Fiscal Year: 2015/2016
Posted Date: 12/28/2015
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>2454</td>
<td>Clinical Pharmacist</td>
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Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@sfgov.org.


cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Class and Comp Unit
    DHR – Client Services Unit
    DHR – Employee Relations Unit
    DHR – Recruitment and Assessment Unit
    DHR – Client Services Support Services
    Micki Callahan, DHR
    Michael Brown, CSC
    Sandra Eng, CSC
    Maria Newport, SFERS
    Risa Sandler, Controller/Budget Division
    Devin Macaulay, Controller/ Budget Division
    Theresa Kao, Controller/ Budget Division
    Drew Murrell, Controller/ Budget Division
    Alex Koskinen, Controller/ Budget Division
    E-File
INTRODUCTION

Under direction, performs professional pharmaceutical duties in drug education and utilization; counsels patients on drug usage; educates health care personnel on drug utilization; and may compound drugs and dispense medicines in a clinical pharmacy; may administer the drug and supply budget for a clinical facility; and performs related duties as required.

DISTINGUISHING FEATURES

A 2454 Clinical Pharmacist is distinguished from class 2450 Pharmacist by the varied nature of duties, the higher level of responsibility and the location of assignment. The Clinical Pharmacist is assigned to a clinical unit or service and in this assignment, has more direct contact with both patients and staff than the 2450 Pharmacist.

SUPERVISION EXERCISED

May supervise support personnel.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Interviews and examines patients for drug evaluation; checks on drug compliance and side-effects; discusses symptoms and effects of prescribed drugs with patients; and maintains a drug history on patients interviewed.

2. Consults with physicians on drug usage and the drug regime of specific patients particularly hypertensive, diabetic and psychiatric patients; recommends changes in the drug or the dosage prescribed for these patients.

3. Conducts both formal and informal training for nursing staff, medical and pharmacy students and residents and other health care staff on drug utilization, dosage, incompatibilities, preferred dosage forms, evidence-based medication therapy, and toxicity, etc.

4. Administers the drug budget for a clinical facility or facilities; initiates purchase orders for drugs, hospital and medical supplies.

4. Participates in the development and revision of medication use policies and guidelines.

5. Compounds drugs, prepares and dispenses medications, checks pharmacy stock, and keeps records and maintains drug literature files.

6. Attends staff meetings as required; attends seminars of interest in the pharmaceutical field.
IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires a thorough knowledge of: Modern methods and procedures used in the practice of pharmacy, including the United States Pharmacopoeia and National Formulae; laws regulating the practice of pharmacy. Laws regulating the practice of pharmacy and specialized knowledge of the scientific foundations and clinical use of medications, including medication action, dosing, adverse effects, and drug interactions.

Requires skill and ability to: Prepare and maintain accurate routine reports and records; interview and establish rapport with patients; maintain a good working relationship with other members of the health care team; supervise the work of subordinate professional and nonprofessional pharmacy workers.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Requires completion of a four year college or university with a baccalaureate degree in pharmacy.

Experience:

1. **Completion of six (6) months of a pharmacy residency program:** OR

2. **Completion of six (6) months of a post-graduate pharmacy fellowship program:** OR

3. **Two (2) years of professional level experience as a Clinical Pharmacist (equivalent to class 2454 Clinical Pharmacist within the City and County of San Francisco).**

Requires at least two years experience as a licensed Pharmacist in a hospital or clinic pharmacy; or an equivalent combination of training and experience

License and Certification:

Requires possession of a current certificate as a licentiate in pharmacy **valid Registered Pharmacist License** issued by the California State Board of Pharmacy.

Substitution:

**Possession of a Board Certification in a pharmacy specialty area may substitute for the**
Title: Clinical Pharmacist
Job Code: 2454

required experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: Senior 2453 Supervising Pharmacist
From: Original Entrance Examination

ORIGINATION DATE: 11A/~6
AMENDED DATE: 12/XX/2015
REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN SFMTA