

PHARMACY MANAGER

DESCRIPTION: Under administrative direction, performs highly responsible professional, managerial, and administrative work in the management of a pharmacy unit located in a hospital/institution/correctional facility. The work requires the exercise of independent judgment and professional skills in developing and implementing pharmacy policies and procedures, developing and implementing in-service education programs for pharmacy staff, interns, and other health care professionals, administering pharmacy programs such as patient education and counseling, drug use reviews, and pharmaceutical consultations, overseeing drug procurement, inventory control, and quality assurance, and budget development. Incumbents exercise supervision over professional and support pharmacy staff involved in compounding, storing, dispensing, and record-keeping of drugs and other pharmaceuticals; incumbents receive supervision from a hospital administrator or other administrative officer; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops, directs, and evaluates a comprehensive pharmacy program consisting of a drug distribution system that meets facility needs as well as accreditation and regulating agency requirements.

Develops, implements, and reviews pharmacy policies and procedures to ensure that services are in compliance with facility needs, state and federal laws, and requirements established by regulatory and accreditation agencies.

Supervises professional pharmacists and support pharmacy staff involved in compounding, dispensing, procuring, inventorying, disposal, and record-keeping of medications.

Accountable for the quality and quantity of work of the pharmacy staff; establishes work standards and assigns work duties and responsibilities; resolves problems and questions presented by pharmacy staff regarding work methods and processes; evaluates employee performance; hires pharmacy staff; trains new employees; recommends promotions and disciplinary actions; ensures continuing in-service training and staff development of pharmacy staff.

Dispenses new medication orders and non-prescriptive medications as requested by medical, dental, or other qualified treatment staff; compounds pharmaceutical preparations when required; verifies orders against patient profiles to detect potential drug interaction and duplication of therapy.

Monitors drug therapy, for appropriateness, safety, and possible adverse reactions or drug interactions, of all patients receiving medications dispensed through the pharmacy.

Consults with medical staff and other members of the therapeutic team in matters relating to drug activity, dosage, potential drug interactions, and compliance with prescribed drug therapy; monitors medication administration procedures and works with medical/nursing staff to correct deficiencies, inappropriate procedures, or unsafe practices.

Ensures that the pharmacy drug accounting is accurate and complete and maintains appropriate levels of security for the different classes of drugs.

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Maintains optimal inventory control of all drugs in the pharmacy to avoid shortage, overstocking, and drug deterioration; procures drugs in accordance with state drug procurement procedures; contacts sales representatives of new line items to receive demonstrations and explanations of their products.

Reviews reports on drug usage, inventory records, daily prescription order average, changes in institution population, changes in regulatory requirements to project future pharmacy programming, staffing and equipment needs, and total budgetary requirements; supervises the expenditure of the pharmacy budget.

Makes decisions regarding the pharmacy's staffing patterns, work distribution, operating budget, organizational structure, and compliance with accepted professional pharmacy standards; plans and controls the pharmacy budget and the use of equipment, space, and supply resources to effectively meet the goals and objectives of the pharmacy.

Serves as pharmacy department liaison with other departments in the institution/facility; represents the pharmacy on selected committees within the institution/facility and with pharmacists in other agencies.

Provides information to physicians and other staff members on the availability of new drugs, the compatibility of certain drugs, and the contra-indications of drugs and other pharmaceuticals to keep the staff updated on changes in the pharmaceutical industry; keeps abreast of advances in pharmacy practices and pharmacology.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: hospital/institution/facility procedures as they relate to the total pharmacy department operations; pharmacology and pharmacokinetics; human resource management.

Ability to: plan, develop, direct, and evaluate a comprehensive pharmacy program; estimate pharmacy needs in terms of personnel, drug inventories, supplies and equipment, and budget recommendations; analyze pharmacy operational reports and records for the purpose of establishing goals and objectives; analyze data and forecast trends as related to drug utilization.

Skill in: effective management of a comprehensive pharmacy program.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: the principles and practices of professional hospital and clinical pharmacy; state and federal laws pertaining to the practices of pharmacy; the requirements of regulating and accrediting agencies related to the practices of pharmacy; pharmaceutical calculations, medical terminology and abbreviations, and the classification of drugs according to their pharmacological action and dosage; the procedures followed in compounding, filling, labeling, and dispensing prescription medications; supervisory principles and techniques; general management principles and methods as they relate to the operation of a pharmacy.

Ability to: prepare and compound pharmaceuticals and complex prescriptions; maintain perpetual inventory records and develop reports; adequately control the supply and dispensing of medications; establish and maintain effective working relationships with pharmacy staff, health care and administrative personnel, and patients; supervise and motivate pharmacists and other pharmacy staff; plan and organize work for self and others.

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JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

A general qualification guideline for positions in this class is a Bachelor's degree from an accredited school of pharmacy plus experience in a hospital or retail pharmacy providing pharmacy services to long-term care facilities, and in pharmacy management. Computer experience is desirable.

SPECIAL NOTE

Licensure as a Pharmacist in the State on Nebraska is required.