

ASSISTANT DIRECTOR OF PHARMACY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Pharmacy Services, the incumbent in this position assists in the direction, management, and administration of all operations of a modern pharmacy in a tertiary care medical facility which includes round-the-clock in-patient and out-patient dispensaries, the preparation of intravenous and parenteral solutions, in-service education, inventory control and security. Responsibility includes the implementation of practices and procedures to insure compliance with clinical practice and with laws and regulations related to the dispensing and storage of controlled substances. Supervision is exercised over a number of pharmacists and supportive staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Establishes master staffing plan for all pharmacy service units and directs the Supervising Hospital Pharmacists in its implementation;

Monitors the day-to-day operation of all pharmacy service units through detailed reporting systems;

Conducts in-service education courses for hospital pharmacists, interns and technicians;

Provides training for nursing and other hospital staff to keep them abreast of advances in pharmacology;

Assists the Director in developing operational systems and procedures that are in accordance with Joint Commission on the Accreditation of Hospitals and State Hospital Codes;

Issues statements on the policies and procedures of the Division of Pharmacy;

Assists the Director in the selection of drug products, and the development of protocols;

Assists in the establishment and implementation of security systems and procedures both within the pharmacy service units and on the patient units;

Supervises the inventory control, storage and preparation of unit dosage procedures;

Develops communication systems to respond to problems or emergency requests from patient units;

Assists in the financial management of the Division of Pharmacy;

Fulfills divisional personnel management responsibilities including employee selection, counseling and periodic performance evaluations;

Serves as a member of various Medical Center committees;

EXAMPLES OF WORK (Cont'd)

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Attends conferences, seminars and meetings as required.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the modern principles and concepts of pharmacology and its practical application in a tertiary care, teaching medical center; good knowledge of the principles and concepts of administration and management, especially as they related to a large health care institution; good knowledge of the laws and regulations set forth by governmental and regulatory agencies that govern all aspects of operating a pharmacy service within the medical center; ability to implement new systems and procedures; ability to communicate effectively both orally and in writing; ability to relate well to a broad spectrum of staff, physicians and patients, ability to supervise and direct the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; sound professional judgment; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration as a pharmacist issued by New York State and four years of experience as a hospital pharmacist, one of which must have been at the supervisory level.

SUBSTITUTION: Possession of Master's Degree* in Pharmacy may be substituted for one year of the above stated general experience, but not for the one year of supervisory experience.

NOTE: Completion of one year of an approved residency in pharmacy may be substituted for one year of the above required work experience, but not for the one year of supervisory experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level and license/registration indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Competitive
MVV3

Job Class Code: C1431
Job Group: XVI