

## MANAGER OF CLINICAL PHARMACY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Pharmacy Services, the incumbent of this position manages the clinical pharmacy section of the division, including developing, monitoring, evaluating and coordinating clinical pharmacy services that promote desirable patient outcomes. The incumbent will develop and implement policies, procedures, process guidelines, and protocols to ensure the provision of safe, effective and economical pharmacotherapy for all patients in the hospital, ensuring compliance with clinical practice standards as well as Joint Commission and applicable federal, state and local laws and regulatory standards. The incumbent sits on the Pharmacy and Therapeutic Committee and other key patient care/clinical committees. Responsibilities include direct supervision of clinical pharmacy staff who provide patient-focused pharmaceutical care. Other responsibilities include the development and implementation of quality improvement initiatives, fiscal controls, management of human and capital resources, formulary management, and risk management functions for the clinical pharmacy program. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Establishes, coordinates, implements and provides all aspects of clinical pharmacy activities with emphasis on therapeutic drug monitoring, clinical pathways, formulary management, pharmacoeconomics and patient outcomes through detailed reporting systems;

Supervises clinical pharmacy staff, performing the full range of supervisory functions, including: performance evaluations; staffing plans; training and development; assignment, review and approval of work; leave approvals; disciplinary matters; team building; recruitment; etc.;

Develops and implements policies, practices and procedures for clinical pharmacy services, ensuring compliance with Joint Commission and other regulatory standards

Coordinates the activities associated with the provision of safe, effective and economical pharmacotherapy for patients on anti-infective agents and for patients on other drugs which are in the pharmacy's monitoring program;

Collaborates with physicians in establishing drug criteria for the safe, economical and appropriate use of medications;

Participates in multidisciplinary team rounds and provides pharmacotherapy recommendations during the discussions;

Develops disease/drug therapy management programs to ensure safe, appropriate and cost-effective use of medications;

Manages non-formulary requests for drugs, and participates in Pharmacy & Therapeutics Committee activities;

Performs initial assessments of drugs having pre-established criteria to be monitored, and monitors these drugs for follow-ups;

Screens computer printouts for anti-infective regimens that the culture and sensitivity test show to be inappropriate, or for other drugs that show inappropriate use, or for doses that are inappropriate due to organ dysfunction (i.e., renal and/or hepatic dysfunction);

Participates in pharmacoeconomic evaluations and outcome research;

Retrieves, analyzes, evaluates, and interprets the scientific literature, and serves as the resource person for patient and population-specific drug information to health professionals and patients;

## MANAGER OF CLINICAL PHARMACY SERVICES

Page 2

### EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Participates in the generation of new knowledge relevant to the practice of pharmacotherapy, clinical pharmacy and medicine;

Educates health care professionals, students, patients, and the public regarding rational drug therapy;

Interprets and applies pharmacokinetic drug data, and recommends dosing regimens based on patient's medical history and disease state, ensuring optimal patient care;

Provides patient education and counseling;

Assists the Director in developing operational systems and procedures for the Pharmacy Department's Clinical Division that are in accordance with the guidelines of the Joint Commission on the Accreditation of Healthcare Organizations, and state hospital codes;

Assists the Director in coordinating the review, tracking and compilation of data regarding adverse drug events (i.e., medication incidents and adverse drug reactions);

Issues statements on the clinical policies and procedures of the Pharmacy Department;

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

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

Establishes and implements programs that help ensure cost-effective drug therapy and successful patient outcomes;

Serves on a number of key clinical and patient safety committees;

Attends conferences, seminars, and meetings as required;

Uses 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)

May perform other incidental tasks, as needed.

## MANAGER OF CLINICAL PHARMACY SERVICES

Page 3

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the modern principles, practices and concepts of modern pharmacology, and pharmacotherapeutics and its practical application in a tertiary care, teaching medical center; thorough knowledge of the laws and regulations set forth by governmental and regulatory agencies that govern all aspects of operating a pharmacy service with a medical center; thorough knowledge of the functional aspects, professional relationships, and procedures used in a large tertiary care, teaching medical center, as they relate to the Pharmacy Division; good knowledge of the principles and concepts of administration and management, especially as they relate to a large health care institution, including budget, finance, personnel, contracts, etc.; skill in planning, time management and organization; skill in researching pharmacology literature; ability to work independently and adapt to a changing work environment; ability to implement new systems and procedures; ability to make correct decisions in stressful situations; ability to communicate effectively both orally and in writing; ability to relate well to a broad spectrum of staff, physicians and patients; ability to effectively develop and present in-service modules; ability to think critically and analyze and solve problems; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound professional judgment; thoroughness; accuracy; integrity; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Education Department, as a Pharmacist, five years of experience as a Clinical Pharmacist, three of which must have been in a hospital, and a Pharm. D\* Degree\* in Pharmacy.

SUBSTITUTION: Completion of one year of an approved or ASHP (American Society of Health System Pharmacists) accredited residency in Pharmacy may be substituted for one year of the above required work 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.

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

West. Co.  
J. C.: Competitive  
WPP1  
1

Job Class Code: E0926  
Job Class Code: Flat rate